Basic Information Module

This module contains five forms:

- Identification Form (B-10)
- Contacts Form (B-20)
- Contractual Relationship Form (B-30)
- Reporter Receiving Public Funds from Form (B-60)
- Reporter Providing Public Funds to Form (B-70)

Identification form (B-10)

The B-10 form collects basic organizational and transit service information about transit agencies, including State recipients, Metropolitan Planning Organizations (MPOs), and regional planning commissions filing National Transit Database (NTD) reports. Internet Reporting uses this information to generate the appropriate forms for the reporter, based on the uses of §5307 Urbanized Area Formula Program (UAF) funds, the number of vehicles operated by mode and type of service (TOS), capital improvements for modes of service not yet in operation, contractual agreements with transit agencies filing their own NTD reports, a Small System Waiver request, and the size of the urbanized area (UZA).

This form is required for all transit agencies, including State recipients, Metropolitan Planning Organizations (MPOs), and regional planning commissions.

Contacts form (B-20)

The B-20 form identifies key personnel at the transit agency responsible for NTD reporting. The form collects information on how to reach the chief executive officer (CEO), and NTD, safety and security contacts. Transit agencies may also identify additional personnel to receive NTD communications, if desired, by contacting their transit analyst.

This form is required for all transit agencies.

Contractual Relationship form (B-30)

The B-30 form identifies the buyers and sellers of purchased transportation (PT) services and provides key financial and operating data for the purchased service.

This form is required for all transit agencies with contractual relationships for PT services.

Reporter Receiving Public Funds from form (B-60)

The B-60 form identifies public funding that you received for transit service that you operated as part of your system. The form summarizes funding by Federal, State, local government and other sources used for operating or capital projects. The form is not used to report on cases where you received funds as a grant recipient from another public entity (these are simply reported on the Sources of Funds – Funds Expended and Funds Earned form (F-10), nor is it used to report cases where you supplied service as a purchased transportation operator (use the Contractual Relationship form (B-30)).

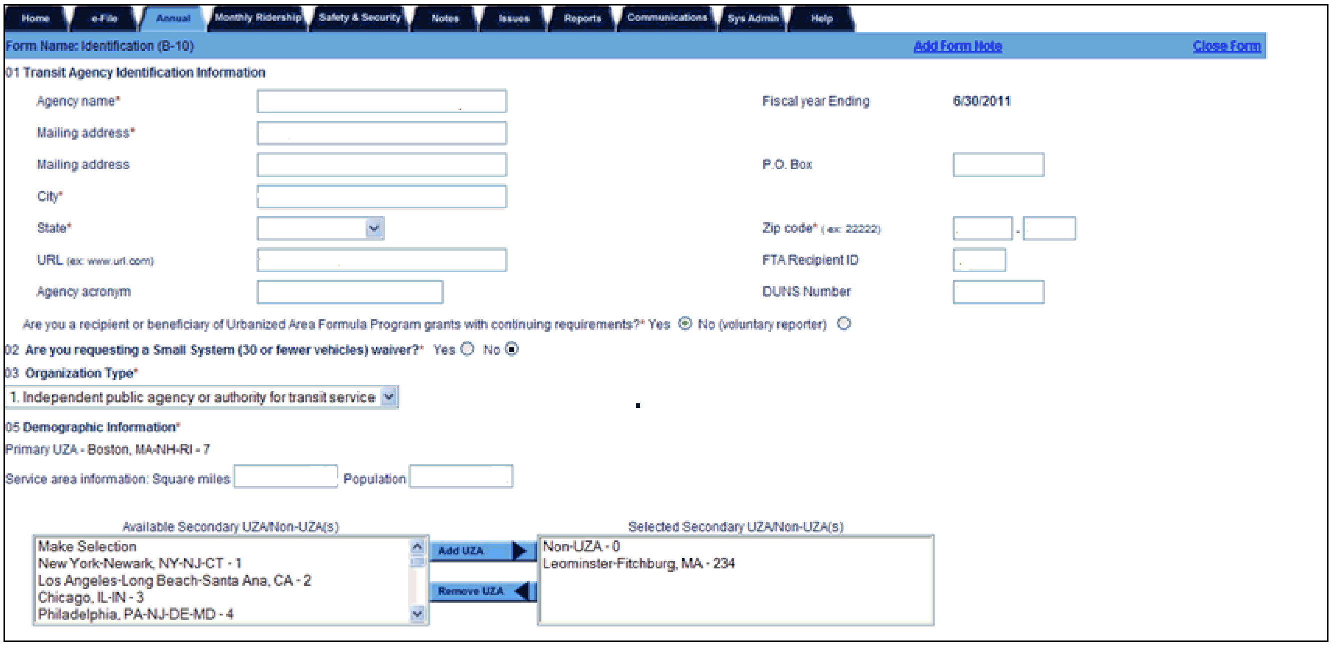
This form is required for all transit agencies who receive funds from other public entities to provide transit services..

Reporter Providing Public Funds to form (B-70)

The B-70 form identifies public funding that you provided to another public transit system for service that the other system operated. The form summarizes funding by Federal, State, local government and other sources used for operating or capital projects.

This form is required for all for transit agencies who provide funds to other public entities to provide transit services.

Identification form (B-10)



Home | e-File | Annual | Monthly Ridership | Safety & Security | Notes | Issues | Reports | Communications | Sys Admin | Help

Form Name: Identification (B-10) Add Form Note Close Form

01 Transit Agency Identification Information

Agency name* | Fiscal year Ending 6/30/2011

Mailing address*

Mailing address | P.O. Box

City*

State* | Zip code* (ex: 22222)

URL (ex: www.url.com) | FTA Recipient ID

Agency acronym | DUNS Number

Are you a recipient or beneficiary of Urbanized Area Formula Program grants with continuing requirements?* Yes No (voluntary reporter)

02 Are you requesting a Small System (30 or fewer vehicles) waiver?* Yes No

03 Organization Type*

1. Independent public agency or authority for transit service

05 Demographic Information*

Primary UZA - Boston, MA-NH-RI - 7

Service area information: Square miles Population

Available Secondary UZA/Non-UZA(s)

Make Selection
New York-Newark, NY-NJ-CT - 1
Los Angeles-Long Beach-Santa Ana, CA - 2
Chicago, IL-IN - 3
Philadelphia, PA-NJ-DE-MD - 4

Add UZA
Remove UZA

Selected Secondary UZA/Non-UZA(s)

Non-UZA - 0
Leominster-Fitchburg, MA - 234

06 **Enter Number of Vehicles Operated in Annual Maximum Service by Mode and Types of Service below:**
(Complete all boxes that apply for those services included in your report)

Directly Operated (DO) Modes	Vehicles	Purchased Transportation (PT) Modes	Vehicles
Aerial tramway (TR)		Aerial tramway (TR)	
Alaska railroad (AR)		Alaska railroad (AR)	
Bus (MB)		Bus (MB)	
Bus Rapid Transit (RB)		Bus Rapid Transit (RB)	
Cable car (CC)		Cable car (CC)	
Commuter Bus (CB)		Commuter Bus (CB)	
Commuter rail (CR)		Commuter rail (CR)	
Demand response (DR)		Demand response (DR)	
		Demand response Taxi (DT)	
Ferryboat (FB)		Ferryboat (FB)	
Heavy rail (HR)		Heavy rail (HR)	
Hybrid Rail (YR)		Hybrid Rail (YR)	
Inclined plane (IP)		Inclined plane (IP)	
Jitney (JT)		Jitney (JT)	
Light rail (LR)		Light rail (LR)	
Monorail/Automated guideway (MG)		Monorail/Automated guideway (MG)	
Publico (PB)		Publico (PB)	
Street Car Rail (SR)		Street Car Rail (SR)	
Trolleybus (TB)		Trolleybus (TB)	
Vanpool (VP)		Vanpool (VP)	
Other vehicles operated (OR) (Describe *)		Other vehicles operated (OR) (Describe *)	
Total vehicles operated in annual maximum service (DO)		Total vehicles operated in annual maximum service (PT)	

Does your bus (MB) directly operated (DO) service operate over fixed guideway (FG)? * Yes ○ No ◉

Does your bus (MB) purchased transportation (PT) service operate over fixed guideway (FG)? * Yes ○ No ◉

Does your bus (CB) directly operated (DO) service operate over fixed guideway (FG)? * Yes ○ No ◉

Does your bus (CB) purchased transportation (PT) service operate over fixed guideway (FG)? * Yes ○ No ◉

07 **Capital or Non Capital Investment for a Mode Not Currently in Service** (Select all applicable Mode/Service combinations)

Available Modes/Services

Select from the following Modes/Services
Cable Car-DIRECTLY OPERATED
Commuter Rail-DIRECTLY OPERATED
Demand Response-DIRECTLY OPERATED
Ferryboat-DIRECTLY OPERATED

Add

Remove

Selected Modes/Services

08 **Filing a Separate NTD Report** (Select all applicable Modes not in this report)

Available Mode(s)

Select from the following Modes of Operation
Cable Car
Commuter Rail
Demand Response
Ferryboat

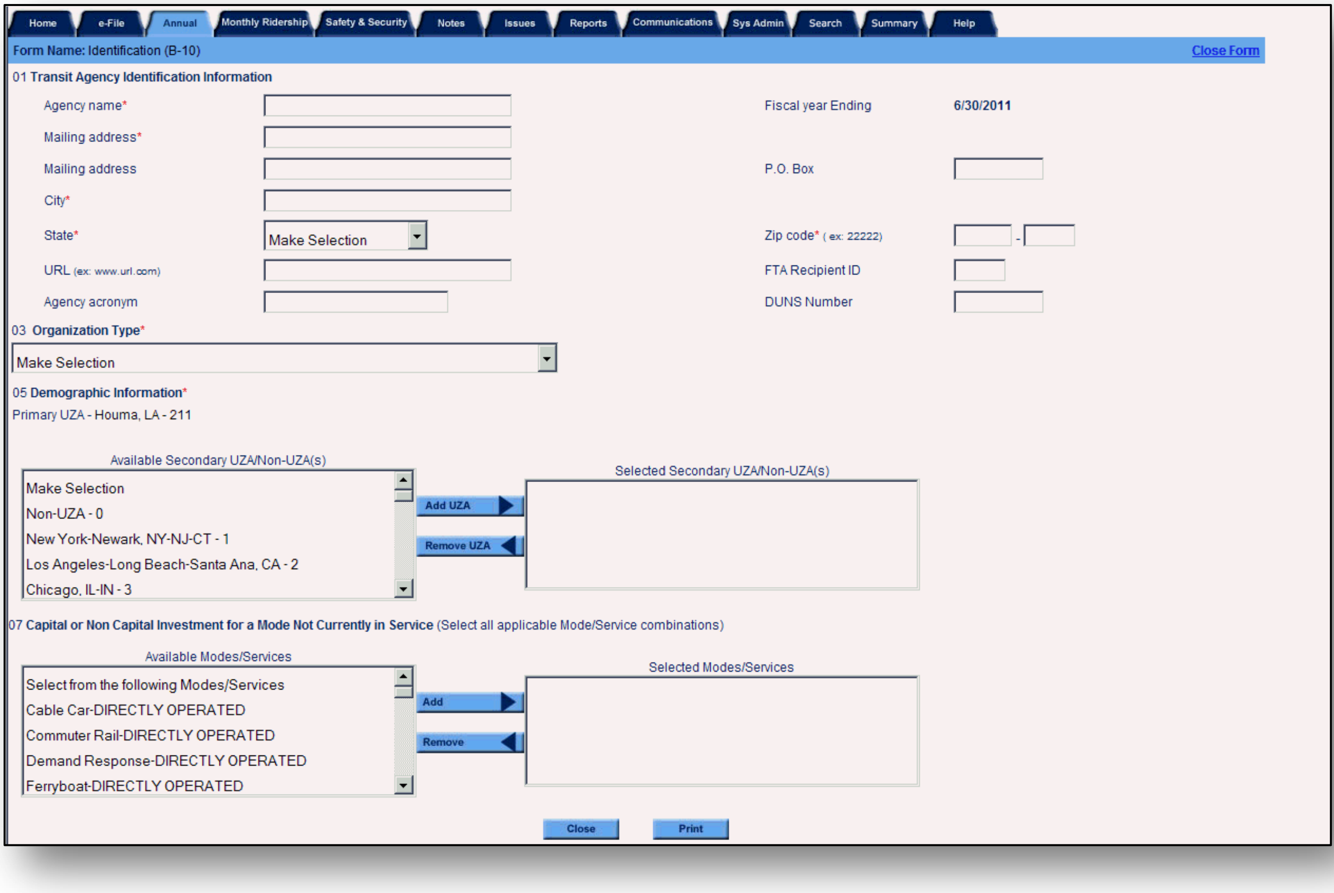
Add Mode

Remove Mode

Selected Mode(s)

Close Print

Identification form (B-10) for Grants Reporting



Overview

The B-10 form collects basic organizational and transit service information about transit agencies, State recipients, Metropolitan Planning Organizations (MPOs), and regional planning commissions filing National Transit Database (NTD) reports. Internet Reporting uses this information to generate the appropriate forms for the reporter, based on uses of §5307 Urbanized Area Formula Program (UAF) funds, the number of vehicles operated by mode and type of service (TOS), capital improvements for modes of service not yet in operation, contractual agreements with agencies filing their own NTD Annual reports, a Small System Waiver (30 or fewer vehicles) request, a Grants Waiver request and the size of the urbanized area (UZA).

Reporting Requirements and Thresholds

All reporters must complete this form.

Most information is pre-filled from the prior report year. You should review the information and edit as necessary. Changes to the pre-filled data will require contact with your NTD analyst, such as changes to your agency's fiscal year end (FYE) date or changes to your primary UZA.

Small Systems Waiver (30 or fewer vehicles)

Reporters should also use this form to indicate that they are requesting a Small System Waiver. The waiver request should be submitted via the **e-File**. Agencies reporting as "Small System Waiver" will have a reduced set of requirements. See the Introduction section of this manual for additional information on waivers.

Planning and Capital Grants Waiver

Reporters that are not yet operating service, but are expending UAF funds on planning or capital investment will fill out an abbreviated version of this form. The waiver request should be submitted via the **e-File**. See the Introduction section of this manual for additional information on waivers.

What Has Changed from Prior Year

There are four changes for the 2011 report year:

1. Small Systems Waiver replaces the Nine or Fewer Vehicles Waiver
2. More and revised modes—monorail/automated guideway, bus rapid transit, commuter bus, hybrid rail and streetcar
3. Additional modes operating as fixed guideway and non-fixed guideway (bus, bus rapid transit and commuter bus)
4. Revised criteria for vanpool mode eligibility for NTD reporting.

Approach

This form is used to collect the basic data that identifies your transit agency, including your agency's name, address, and organization type. This form also identifies the urbanized areas served by your agency, and whether your agency provides service to any non-urbanized areas.

Detailed Instructions

This section discusses the key issues involved in completing this form.

At the top of the form is the NTD identification number (NTD ID) and agency name. This information is pre-filled and cannot be edited. If the information is incorrect please contact your NTD analyst.

NTD ID

The NTD ID is the four-digit number FTA assigned to your agency. Review to ensure your NTD ID is correct (i.e. the first number in your agency's ID is the region where you operate service). Contact your NTD transit analyst immediately if there is a problem.

Identification Information

The agency identification information is pre-filled based on the prior report year submission. Review and edit any information that is no longer correct.

Fiscal Year

The fiscal year must always cover a 12-month period. The fiscal year end date (FYE) appears as a non-editable field because reporters rarely change their FYE.

If agency's fiscal year has changed, contact your NTD validation analyst and describe the change. Your NTD validation analyst will answer any questions that you have about the reporting implications of changing your fiscal year.

Use the **e-File** tab to inform FTA of the new fiscal year end date. FTA will define a 12-month period for your NTD Annual report that either repeats months from the prior report or skips months from the end date of the prior report. FTA will reply via **e-File** tab summarizing this decision and also change the fiscal year date in item 1 of the form.

You should wait for FTA's decision regarding the 12-month reporting period before you enter data into the NTD forms.

Mailing Address

The agency's mailing address. Agencies must either indicate a mailing address on line 1, or a P.O. Box address in the P.O. Box field.

URL

A universal resource locator (URL) is the address of the agency's website; e.g., www.pbtransit.com or www.coaster-transit.org. Do not include http://. Not all NTD reporting agencies have a website address.

Agency Name and Acronym

The agency name is the full **legal** name of the agency. The agency's acronym is the trademark or familiar name used for marketing the transit service. This acronym may be used in selected FTA publications.

FTA Recipient ID

The FTA recipient identification number (TEAM ID) is the four-digit number assigned to your agency for the FTA electronic grant making system – TEAM (Transportation Electronic Award and Management). If you have a question regarding this number, please contact your agency's grant manager or chief executive officer (CEO). Not all NTD reporting agencies will have a recipient identification number.

DUNS Number

The Data Universal Numbering System (DUNS) is a system developed and regulated by Dun & Bradstreet (D&B) which assigns a unique nine-digit numeric identifier to a single business entity. All grant applicants for new or renewal awards on or after October 1, 2003 must have a DUNS number.

Are You a Recipient or Beneficiary of Urbanized Area Formula Program Grants with Continuing Requirements?

This question identifies NTD reporting agencies that are recipients or beneficiaries of UAF Program grants and are required by statute to submit the NTD Annual report. You should answer **Yes** if:

- You received a §5307 Grant during your most recent fiscal year
- You received pass-through benefits of §5307 funds from another grant recipient during your most recent fiscal year

- You used capital equipment originally purchased with §5307 money, and which was not past its minimum useful life at the beginning of your most recent fiscal year; or
- You do not fall into any of the above categories, but you received or benefited from §5307 Grants in the past and intend to apply to receive or benefit from §5307 Grants in the future.

You should answer **No** if you do not fall into any of the above categories, and you are a voluntary reporter to the NTD.

Are You Requesting a Small System Waiver?

This section is for transit agencies requesting a Small System (30 or fewer vehicles) Waiver from reporting. You should answer **Yes** to apply for this waiver. There are reduced reporting requirements. See Small Systems Waiver in the Introduction section of this manual for detailed instructions.

Organization Type

This section describes the most common types of transit agencies: independent public entity or its subsidiary, unit or department of government, university, and planning agency. There are also categories for less common organization types: area on aging agency, private for-profit or non-profit corporation, private provider reporting for the public buyer of service, and consolidated reporter.

Select one of the categories from the Organization Type drop-down menu.

Organization Type menu selections:

1. Independent public agency or authority for transit service
2. Subsidiary unit of a transit agency; reporting separately
3. City, County or Local government; Unit or department of
4. State government, Unit or department of
5. University
6. Area agency on aging
7. MPO, COG or other planning agency*
8. Other publicly-owned or publicly-chartered corporation
9. Private-for-profit corporation
10. Private non-profit corporation
11. Private provider reporting on behalf of a public entity
12. Consolidated reporter
13. Other*

Independent Public Agency or Authority for Transit Service

This typically includes transit districts and benefit areas that are legislated as independent entities with their own powers. Also, public transit may be only one of the independent agency's or authority's responsibilities. They may have responsibility for other transportation modes such as airports or ports.

If you are a joint powers agency, select public agency or authority. Basically, this is a public entity that is a group of two or more public agencies that is set up to exercise powers together that members of the group already have.

Subsidiary Unit of a Transit Agency; Reporting Separately

This is typically part of an authority with multiple responsibilities such as a transportation authority responsible for both transit and airport transportation. Or, it may be a transit authority that has separate operating districts for different urbanized areas. For these subsidiaries, there will be multiple NTD reporters.

If there is only one subsidiary unit for transit or multiple subsidiaries that are all transit modes, make menu selection 1: independent public agency or authority for transit service.

Unit or Department of City, County or Local Government

This is the most common form of public transit organization. For NTD, the unit or department is the transit agency and reports as the city, county or local government since it is the legal entity with authority to operate transit.

Unit or Department of State Government

There are a limited number of State entities reporting to NTD. Independent public-benefit corporations for transit service that were chartered by the State should select independent public agency or authority for transit service. Select unit of or department of State government only if you are actually part of the State Government and use one or more State employees.

University

These are university and college systems of both private and public institutions providing public transportation.

Area Agency on Aging

These are organizations established under the Older Americans Act in 1973 to respond to the needs of Americans sixty and over.

MPO, COG or Other Planning Agency

These entities primarily address short and long-range transportation needs in an area through a cooperative process among local jurisdictions. They are often involved in planning and capital grants for new transit modes prior to start-up of operations. They also often are responsible for regional vanpool programs reporting to the NTD.

Other Publicly-Owned or Publicly-Chartered Corporation

There are only a few of these entities reporting to NTD. They are usually quasi-public agencies that do not fit any of the above categories, such as a business improvement district that also provides transit service.

Internet Reporting will display a box for you to describe your organization type.

Private-For-Profit Corporation

There are only a few of these reporters. They operate independently for profit and are not under contract for transit service.

Private Non-Profit Corporation

There are only a few of these reporters. They do not operate for profit and are not under contract for transit service.

Private Provider Reporting on Behalf of a Public Entity

These are rare exceptions since NTD requires the buyer of service to report.

Consolidated Reporter

There are only a few consolidated reporters for NTD. Consolidated NTD reporters are a collection of transit agencies filing one report. One reporter may file a consolidated report on behalf of other reporters if it is easier to collect and control the quality of the data. This often occurs when one transit agency coordinates the development and funding of public transportation services in an area. Transit agencies filing a consolidated report must operate within the same UZA. Consolidated reporters must be pre-approved by FTA (See Introduction).

Other

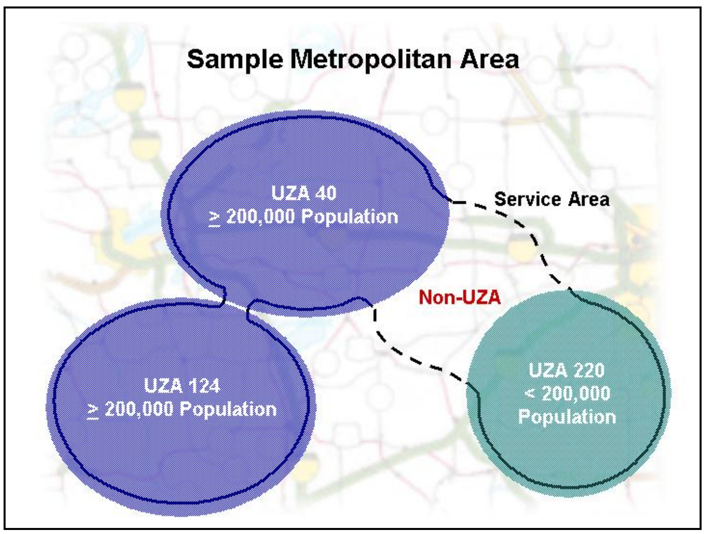
If none of the choices fits your agency, select category 13: Other. Internet Reporting will display a box for you to describe your organization type.

Demographic Information

The demographic information describes the area and population where transit service is operated. Information is provided for urbanized (UZA) and non-urbanized areas and for service area.

Urbanized Area

The U.S. Bureau of the Census defines and identifies Urbanized Areas (UZA). A UZA is defined by the Census as a densely-populated core and nearby densely-settled areas that together contain at least 50,000 in population, at least 35,000 of whom are not living on a military installation. The most-recent UZAs were identified using data from the 2000 Census. For detailed information on how the Census Bureau defines and identifies Urbanized Areas, please consult the Census Bureau website at: www.census.gov/geo/www/ua/ua_2k.html.



The UZA number is a designation assigned by FTA. For urbanized areas in the 50 United States and the District of Columbia, the UZA number is a numerical ranking by population size. Urbanized areas in Puerto Rico, the Virgin Islands, and the Northern Marianas are also assigned a unique UZA number by FTA. The Virgin Islands are not recognized as an urbanized area by the Census Bureau, but pursuant to 49 U.S.C. 5307(l), FTA treats the Virgin Islands as an urbanized area for purposes of transit grant-making.

The NTD treats all UZAs as either Large UZAs, Medium UZAs or Small UZAs. A Large UZA is a UZA with more than 500,000 in population. A Medium UZA is a UZA with between 200,000 and 499,999 in population. A Small UZA is a UZA with fewer than 200,000 in population. The NTD also refers to non-urbanized areas as Rural Areas. Your primary UZA number and name are pre-filled and cannot be edited. If the information is incorrect, please contact your NTD validation analyst.

Identify all UZAs other than your primary UZA that are served by your transit agency as “secondary UZAs.” Additionally, identify if your transit agency serves any areas outside of the Census-defined urbanized areas. Identify the “Non-UZA-0” UZA if you provide any service that picks up or drops off passengers outside of the Census-defined Urbanized Areas, even if all of your service data will be allocated to one or more UZAs on your FFA-10 form.

Secondary UZA numbers with names are pre-filled based on information provided in last year’s NTD submission. You can edit secondary UZA numbers with names, from the **Available Secondary UZA/Non-UZA(s)** drop-down menu of UZAs using the **Add UZA** or **Remove UZA** buttons.

Service Area

Service area is a measure of access to transit service in terms of population served and area coverage (square miles). For bus (MB), trolleybus (TB), and rail service, use ADA definitions and requirements to determine service area boundaries and population. The bus service area essentially is defined as ¾ mile on each side of a fixed route. The rail service area definition focuses on a ¾ mile radius around each station.

For demand response (DR) and demand response-taxi mode, if your service area extends beyond ADA requirements of ¾ mile around fixed routes, use the actual service area.

For modes not covered by ADA, including ferryboat (FB) and vanpool (VP), determine service area and population using locally defined criteria.

Service area and population are pre-filled based on the information provided in the prior report year submission. Review and update the data as appropriate. Use the most current figures or official estimates of population. These statistics are often available from your area's metropolitan planning organization.

Population and area (in square miles) statistics for the UZA will not equal those for the service area in most cases. This is true because UZA statistics are based on Census definitions, while service area statistics are based on where services are operated. The Sample Metropolitan Area graphic shows an example of these differences for a transit system that serves portions of three urbanized areas UZAs and also serves a rural (other than urbanized area) area.

Number of Vehicles Operated in Annual Maximum Service by Mode and Type of Service

Report the number of VOMS, by mode and TOS, for those services included in your report.

Vehicles Operated in Maximum Service (VOMS)

VOMS is a count of the revenue vehicles scheduled for the peak day and operating period of the peak service season or schedule of the year. The revenue count is the typical number of vehicles operated and does not consider the number of vehicles operated on atypical days such as holiday celebrations (e.g., Fourth of July), or one-time special events (e.g., World Series celebrations, political conventions).

Type of Service (TOS)

TOS is determined by who operates the revenue vehicles that carry passengers. Transit agencies have DO transit service when they employ their own labor for operators. Conversely, transit agencies have PT service when they contract another public or private provider to provide the labor for the operators.

The Contractual Relationship form (B-30) section of this manual provides more detailed information about the criteria for a contractual relationship for PT services, monetary considerations and cooperative agreements.

Note also that if you provide transit services through a brokerage system, either directly or through a purchased transportation agreement, you may report only transit service that is provided by agencies participating in the brokerage under the purchased transportation agreement. Do not report any trips brokered to a transit operator that is not part of the purchased transportation agreement.

Mode

Transit agencies operate one or more modes of transit service. A mode is a system for carrying transit passengers described by specific right-of-way, technology and operational features.

For 2011 there are three revisions for modes:

1. Monorail and automated guideway modes become one mode: Monorail/Automated Guideway (MG)
2. Bus mode now recognizes bus rapid transit (RB) and commuter bus (CB) as separate modes.
3. Streetcar and hybrid rail modes are new modes to better distinguish rail modes, in particular light rail (LR) and commuter rail (CR)
4. Revised vanpool mode eligibility requirements for NTD reporting.

For the 2011 NTD Report Year. NTD reporters needing additional time to implement reporting for these modes may receive upon request waivers for up to two consecutive years for reporting the four new modes (RB, CB, SR and YR).

To determine the appropriate mode, determine if a set of services substantially share vehicles, employees, and operating policies. If so, this would constitute a single mode for NTD reporting purposes, and would be classified to the most-appropriate mode based on the predominant characteristics of the group of services as a whole.

The NTD recognizes the following modes of public transit service:

Aerial Tramway (TR) Non-Rail – Fixed Guideway

A system of aerial cables with suspended vehicles.

Alaska Railroad (AR) Rail – Fixed Guideway

A special railroad that Congress recognized for certain FTA funding that operates in Alaska.

Bus (MB) Non-Rail – Fixed Guideway or Non-Fixed Guideway

Fixed-route bus service is the most-prevalent mode in the country. MB service is powered by a motor and fuel contained within a vehicle. Deviated fixed-route service is also reported as MB.

Bus Rapid Transit (RB) Non-Rail – Fixed Guideway or Non-Fixed Guideway

Fixed-route bus systems that combine passenger stations, traffic signal priority or pre-emption, low-floor vehicles or level-platform boarding, and separate branding of the service. This is often a lower-cost alternative to light rail.

Cable Car (CC) Rail – Fixed Guideway

A railway propelled

by moving cables located beneath the street. While popular at the turn of the last century, the only surviving system is operated in San Francisco.

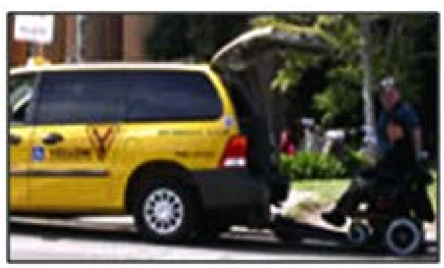
Commuter Bus (CB) Non-Rail – Fixed Guideway or Non-Fixed Guideway

Fixed-route bus systems that are primarily connecting outlying areas with a central city. Service typically uses over-the-road buses with service predominantly in one direction during peak periods, limited stops, and routes of extended length.

Commuter Rail (CR) Rail – Fixed Guideway

Rail service operating on either old freight railways, or on tracks that are shared with freight railways, Amtrak, or both. The service is characterized by relatively long distances between stops, for service primarily connecting a central city with outlying suburbs and cities. The service may be either diesel or electric-powered and usually has grade-crossings with roadways.

Demand Response – Taxi (DT) Non-Rail – Non-Fixed Guideway

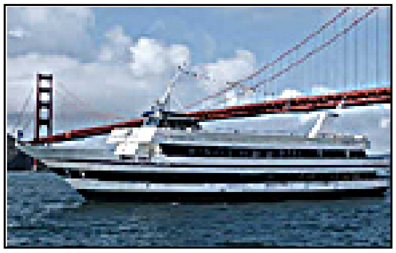


A special form of the demand response mode operated through taxicab providers. The mode is always purchased transportation type of service.

Demand Response (DR) Non-Rail – Non-Fixed Guideway

Shared-ride demand response service is scheduled in response to calls from passengers. Many transit systems operate demand response (DR) service to meet the requirements of ADA.

Ferryboat (FB) Non-Rail – Fixed Guideway



A mode that carries passengers over water.

Heavy Rail (HR) Rail – Fixed Guideway

An electric railway that operates local service in exclusive right-of-way. The service is characterized by long trains of six to eight cars or more and by relatively short distances between stops for local service within a city and the immediate suburbs. The Nation's traditional subway systems are classified as heavy rail.

Hybrid Rail (YR) Rail – Fixed Guideway

Rail systems primarily operating routes on the National system of railroads, but not operating with the characteristics of commuter rail. This service typically operates light rail-type vehicles as diesel multiple-unit trains (DMU's).

Inclined Plane (IP) Rail – Fixed Guideway

A railway operating on steep slopes and grades with vehicles powered by moving cables.

Jitney (JT) Non-Rail – Non-Fixed Guideway

A unique form of bus service using owner-operated vehicles on fixed routes.

Light Rail (LR) Rail – Fixed Guideway

An electric railway that operates local service in mixed traffic with road vehicles, or has grade crossings with roadways. The service is characterized by short trains of one to four cars and by relatively short distances between stops for local service within a city and the immediate suburbs.

Monorail/Automated Guideway (MG) Rail – Fixed Guideway

An electric railway that straddles a single guideway. It may have vehicle operators or may use computers to guide the vehicles.

Publico (PB) Non-Rail – Non-Fixed Guideway

Publicos are jitney services operated in Puerto Rico.

Streetcar Rail (SR) Non-Rail – Fixed Guideway or Non-Fixed Guideway

Rail systems operating routes predominantly on streets in mixed-traffic. This service typically operates with single-car trains powered by overhead catenaries and with frequent stops.

Trolleybus (TB) Non-Rail – Fixed Guideway

Fixed-route service using rubber tire buses powered by electric current from overhead wires using trolley poles. Service using rubber tire replica trolleys or historic trolleys, powered by an on-board motor are **not included** in this mode.

Vanpool (VP) Non-Rail – Non-Fixed Guideway

A commuting service operating under pre-arranged schedules for previously formed groups of riders in vans.

Other – If none of the choices fits your agency, select the category: Other. Internet Reporting will display a box for you to describe the other mode.

Vanpool Reporting Requirements

Beginning in the 2011 Report Year, vanpool programs reporting to the NTD must submit a written self-certification to the NTD for the 2011 Report Year, or else for the first year in which reporting for the vanpool is to begin, that:

1. The vanpool is open to the public and that any vans that are restricted a priori to particular employers and which do not participate in the public ride-matching service of the vanpool are excluded from the NTD report;
2. The vanpool is actively engaged in advertising the vanpool service to the public and in matching interested members of the public to vans with available seats;
3. The vanpool program, whether operated by a public or private entity, is operated in compliance with the Americans with Disabilities Act of 1990 and implementing regulations at 49 CFR 37.31; and
4. The vanpool has a record-keeping system in place to meet all NTD reporting requirements, consistent with other modes, including collecting and reporting fully-allocated operating and capital costs for the service.

At the same time, the vanpool program must certify that it is publicly sponsored, as either:

1. Directly-operated by a public entity;
2. Operated by a public entity via a contract for purchased transportation service with a private provider;
3. Operated by a private entity as a grant recipient or subrecipient from a public entity; or
4. Operated by an independent private entity with approval from a public entity that certifies that the vanpool program is helping meet the overall transportation needs of the local urbanized area.

Reporting of fully-allocated operating costs means that the vanpool must report on the total cost of the service, including any fuel, insurance, and maintenance costs paid by vanpool participants; and including any costs paid by any third-parties to support essential features of the vanpool program. Under this policy NTD IDs for vanpool programs will be assigned according to existing NTD policies on the basis of the entity that is operating the vanpool. A vanpool operator may be a public provider directly-operating the vanpool, a public entity operating the vanpool through a purchased transportation contract with a private provider, or a private provider that is directly operating the vanpool. The operator of the vanpool is the entity sets the service area of the vanpool program, sets the vanpool participant costs and operating regulations, and generally has control of the vanpool service.

Vanpool mode requires vehicles have at least 7-seating capacity.

Multi-Modal Vehicles

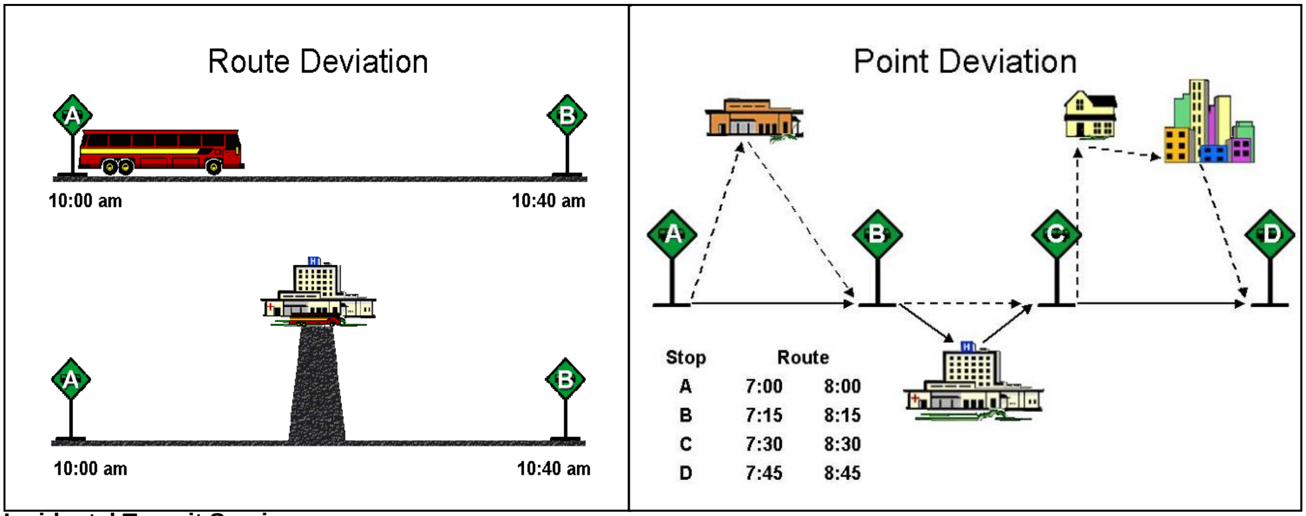
If a vehicle is used for more than one mode, report it under each mode for which it is used and describe the use of the vehicle using the **Add Form Notes** link.

For example, the transit agency may use five of its vehicles in MB mode during peak hours and, during non-peak hours, may use the five vehicles in DR service. The vehicle also would be reported as MB and DR on the Revenue Vehicle Inventory form (A-30) and supports another mode should be indicated.

Route and Point Deviation Services

Route deviation and point deviation services have operating characteristics of both MB and DR modes. Route deviation service operates as a conventional bus route, but permits the bus to deviate from the route and serve destinations within a prescribed distance (e.g., ¾ mile). Point deviation service makes scheduled stops at mandatory times along a corridor, but travels between the time points on a path that serves the origins and destinations of the passengers.

You should report route deviations and point deviations in MB service as MB mode. For MB service, the extent of deviation for whatever purpose, including an ADA eligible trip, is MB mode for all service supplied, service consumed and operating cost data. Trips certified for ADA passengers for route / point deviation services are counted as MB trips. The NTD does not separately collect ADA-related expenses and ADA-related trips for ADA service provided through fixed-route or deviated-fixed-route bus (MB) service. Data for ADA service provided through fixed-route or deviated-fixed-route bus (MB) service are included in the total data for MB service.



Incidental Transit Service

There are times when existing transit services cannot meet demand. Transit agencies provide alternate ways to accommodate transit riders. This often occurs for:

- Employer-based Guaranteed Ride Home (GRH) program where the transit agency works with employers to ensure employees who took transit to work and who must leave work for a personal emergency (illness, family crisis) or have unscheduled overtime, have a ride home. There are often limits on the number of times an employee or company may use the GRH.
- Service interruptions (e.g., vehicle breakdown) and a replacement vehicle is not available; or an accident on light rail tracks so passengers must transfer to a bus line
- Cancellation of a reserved passenger trip in the demand response mode (vehicle or driver unavailable).

As these occurrences are infrequent, the alternate transit services are “incidental” to the regular mode of service.

Transit agencies provide incidental services typically in one of two ways:

1. Taxicabs—reimbursing or providing vouchers to pay for the cost of the ride
2. Transit agency--using vehicles available from another mode or service vehicles (such as a supervisor van and its driver) to provide the ride.

Report operating expenses for incidental transit services in the mode for which they are providing the alternate or back-up transit service. Do not report non-financial data statistics such as vehicle revenue miles and hours, or unlinked passenger trips. Do not report incidental transit services as a separate mode. For the light rail accident described above, the incidental service is part of the light rail mode, not bus mode. Similarly for a GRH program, substituting with taxi service does not require a separate Contractual Relationship from (B-30); report the taxi service under the normal transit mode used.

Fixed Guideway for Bus, Bus Rapid Transit and Commuter Bus

Two questions appear on the form only if your transit agency enters VOMS for bus (MB), bus rapid transit (RB) or commuter bus (CB) mode, to determine if the service operates over FG. Select from the menu of bus services and indicate whether this is DO or PT service:

1. Does your (bus type) directly (DO) service operate over FG? This appears only if there is DO service.
2. Does your (bus type) purchased transportation (PT) service operate over FG? This appears only if there is PT service.

By TOS, indicate Yes if any of the service is operated over FG or No if none of the service is operated over FG. If Yes is selected, after the B-10 form is saved, the Fixed Guideway Segments form (S-20) and the Transit Way Mileage form (A-20) will be generated.

Capital or Non Capital Investment for Mode not Currently in Service

This section describes modes by TOS that are not in operation during the reporting period, but for which the agency is incurring planning or capital expenses. These modes of service typically are in the planning, design or construction phases prior to beginning passenger service. However, in rare cases, these modes also could be existing modes for which service has been suspended as part of a renovation program (e.g., cable car service in San Francisco suspended while the cable system is being rebuilt).

Bus Type Menu selections:

1. Bus
2. Bus rapid transit
3. Commuter bus

Internet Reporting uses the information in this section to generate the data fields for reporting the capital costs for modes not currently in service in the Uses of Capital form (F-20).

This section is required for agencies with a Grants Waiver (Planning or Capital) with reduced reporting requirements.

Select each mode by TOS from the **Available Modes / Services** selection menu by using the **Add** or **Remove Mode / Type of Service** buttons.

Filing a Separate NTD Report

This section is used by transit agencies to report the number of VOMS, by mode, for PT services not included in their report but are included in another NTD reporter's report. Internet reporting uses this information to generate:

- Appropriate Operating Expenses forms (F-30) for indicated modes
- The data fields for reporting the capital costs on the F-20 form for the PT service included in the other NTD reporter's report.

Select each mode from the **Available Mode(s)** selection menu by using the **Add Mode** or **Remove Mode** buttons.

Line by Line Instructions Identification form (B-10)

Starting Your NTD Report

Upon entering your reporting area for the first time, you will be taken to the **Internet Reporting Home Page**.

- Click on the **Annual** tab to open the **Annual** screen.
- Click on the **Identification form (B-10)** link to open the form. Review and complete the form following the instruction in this section.

Form Level Help: Click on the **Help** tab at the top of the screen for form level help.

Form Note: A form note can be attached to any form. Use the **Add Form Note** link for relevant information to a specific field, to the entire form or to multiple forms. Click on the **Add Form Note** link at the top of the screen and enter your note on the **Notes** screen. You can review and / or edit a form note from the **Notes** tab. Do not use the **Form Notes** feature to answer issues generated from this form. From the **Issues** tab use the **Add Comments** link next to the specific issue.

Saving or Closing the Form: Click on the **Save** button at the bottom of the screen to save the form. Click on the **Close** button at the bottom of the screen to close the form without saving. Saving the **Identification** form will automatically generate forms for you.

Additional forms you may need to add: Contractual Relationship forms (B-30) are added by clicking on the **Add Form** button at the bottom of the **Annual** screen.

NTD ID: Review to be sure the NTD identification number (NTD ID) is correct. Contact your NTD analyst immediately if there is a problem.

Line 01: Agency Identification Information. **Pre-filled,** review for accuracy, edit as necessary.

- Agency Name: The agency's full legal name. No abbreviations or acronyms.
- Fiscal Year: Review to be sure the agency's fiscal year end (FYE) date (month, day, year) is correct. If the FYE date has changed, contact your NTD analyst immediately. Prior to filing the report: Transit agencies must notify FTA using the **e-File** tab when a fiscal year is changed so FTA can determine the appropriate reporting period. Reminder: The fiscal year must always cover a 12-month period, and if the fiscal year has changed, months are skipped or repeated, if necessary.
- Mailing Address: The agency's mailing address. Agencies must either indicate a mailing address on line 1, or the number(s) of a P.O. Box in the P.O. Box field.
- URL: The agency's URL (website address) such as www.pbtransit.com or www.coaster-transit.org. Do not include http://.
- Agency Acronym: The agency's acronym that is used for marketing the transit service. This acronym will be used in selected NTD publications.
- FTA Recipient ID: The agency's FTA recipient ID number (TEAM). Not all transit agencies will have a recipient ID. Check with your grants manager or chief executive officer (CEO) if you have any questions.
- DUNS Number: The agency's DUNS number as assigned by Dun & Bradstreet. The DUNS number is required for all grant applicants for new or renewal awards on or after October 1, 2003.
- Are You a Recipient or Beneficiary of Urbanized Area Formula Program Grants with Continuing Requirements**?** Yes / No (voluntary reporter).
  - Identifies NTD reporting agencies that are recipients or beneficiaries of Urbanized Area Formula Program (UAF) grants and are required by statute to submit the NTD Annual report. Voluntary NTD reporters are not required to submit the NTD Report since they are not recipients or beneficiaries of UAF Program grants. Refer to the Introduction section of this manual for more information on required and voluntary reporting.

Line 02: Are you requesting a Small System Waiver? **Pre-filled,** review for accuracy, edit as necessary.

- If Yes, the required forms will be generated.
  - Does not apply to Grants Reporting

Line 03: Organization Type. **Pre-filled,** review for accuracy, edit as necessary. Select only one from the drop-down menu:

1. Independent public agency or authority for transit service. This typically includes transit districts and benefit areas that are legislated as independent entities with their own powers. Also, public transit may be only one of the independent agency's or authority's responsibilities. They may have responsibility for other transportation modes such as airports or ports.

- If you are a joint powers agency, make this selection. Basically, this is a public entity that is a group of two or more public agencies that is set up to exercise powers together that members of the group already have.

2. Subsidiary unit of a transit agency; reporting separately. This is typically part of an authority with multiple responsibilities such as a transportation authority responsible for both transit and airport transportation. Or, it may be a transit authority that has separate operating districts for different urbanized areas. For these subsidiaries, there will be multiple NTD reporters.

   - If there is only one subsidiary unit for transit or multiple subsidiaries that are all transit modes, make menu selection 1: independent public agency or authority for transit service.

3. City, County or Local government; Unit or department of. This is the most common form of public transit organization. For NTD, the unit or department is the transit agency and reports as the city, county or local government since it is the legal entity with authority to operate transit.
4. State government, Unit or department of. There are a limited number of State entities reporting to NTD. Independent public-benefit corporations for transit service that were chartered by the State should select independent public agency or authority for transit service. Select unit of or department of State government only if you are actually part of the State Government and use one or more State employees.
5. University and college systems: These are university and college systems of both private and public institutions providing public transportation.
6. Area agency on aging. These are organizations established under the Older Americans Act in 1973 to respond to the needs of Americans sixty and over.
7. MPO, COG or other planning agency. These entities primarily address short and long-range transportation needs in an area through a cooperative process among local jurisdictions. They are often involved in planning and capital grants for new transit modes prior to start-up of operations. They also often are responsible for regional vanpool programs reporting to the NTD.
8. Other publicly-owned or publicly-chartered corporation. There are only a few of these entities reporting to NTD. They are usually quasi-public agencies that do not fit any of the above categories, such as a business improvement district that also provides transit service. Describe in the **Organization Type – Other Description** field.
9. Private-for-profit corporation. There are only a few of these reporters. They operate independently for profit and are not under contract for transit service.
10. Private non-profit corporation. There are only a few of these reporters. They do not operate for profit and are not under contract for transit service.
11. Private provider reporting on behalf of a public entity. These are rare exceptions since NTD requires the buyer of service to report.
12. Consolidated reporter. There are only a few consolidated reporters for NTD. Consolidated NTD reporters are a collection of transit agencies filing one report. One reporter may file a consolidated report on behalf of other reporters if it is easier to collect and control the quality of the data. This often occurs when one transit agency coordinates the development and funding of public transportation services in an area. Transit agencies filing a consolidated report must operate within the same UZA. Consolidated reporters must be pre-approved by FTA (See Introduction).
13. Other: Select if none of the above apply. Describe in the **Organization Type – Other Description** field.

Line 05: Demographic Information. **Pre-filled,** review for accuracy, edit as necessary.

- Primary UZA: The primary urbanized area (UZA) where transit services provided by the agency, directly or through PT agreements, are physically located. The primary UZA cannot be edited.
- Service Area Information – Square Miles**.** Square miles in the transit agency's service area in accordance with the Americans with Disabilities Act of 1990 (ADA) and local definitions. Statistics (population and area in square miles) for the UZA will not equal those for the service area in most cases.
- Service Area Information – Population. Population of the service area. Statistics (population and area in square miles) for the UZA will not equal those for the service area in most cases.
- Secondary UZA / Non-UZA. Use the **Add UZA** or **Remove UZA** button to edit. The UZAs where transit services provided by the agency, directly or through PT agreements are physically located. Include areas covered by contractors filing their own NTD Annual report. Do not use the funding criteria described in the Federal Funding Allocation Statistics form (FFA-10) to identify UZAs and other than urbanized areas (non-UZAs) served.

Line 06:

- Number of vehicles operated in annual maximum service (VOMS) by Mode and Type of Service.
  - Enter the number of VOMS for each DO mode and each PT mode whose service is included in this report. Report route deviation and point deviation services as bus (MB) mode. Other: Select if none of the above apply. Describe in the Mode – Other Description field.
  - Total Number of VOMS by Type of Service. This is an auto-calculated field and cannot be edited, review for accuracy. The sum of the number of vehicles operated in all modes in annual maximum service by TOS.
  - Bus types of Fixed Guideway (FG). Select the bus type from the drop-down menu: MB, RB or CB. By TOS, indicate Yes if your transit agency operates service over FG; otherwise, indicate No. RB automatically generates with fixed guideway.
  - Does not apply to Grants Reporting

Line 07: Capital Investment for a Mode not Currently in Service

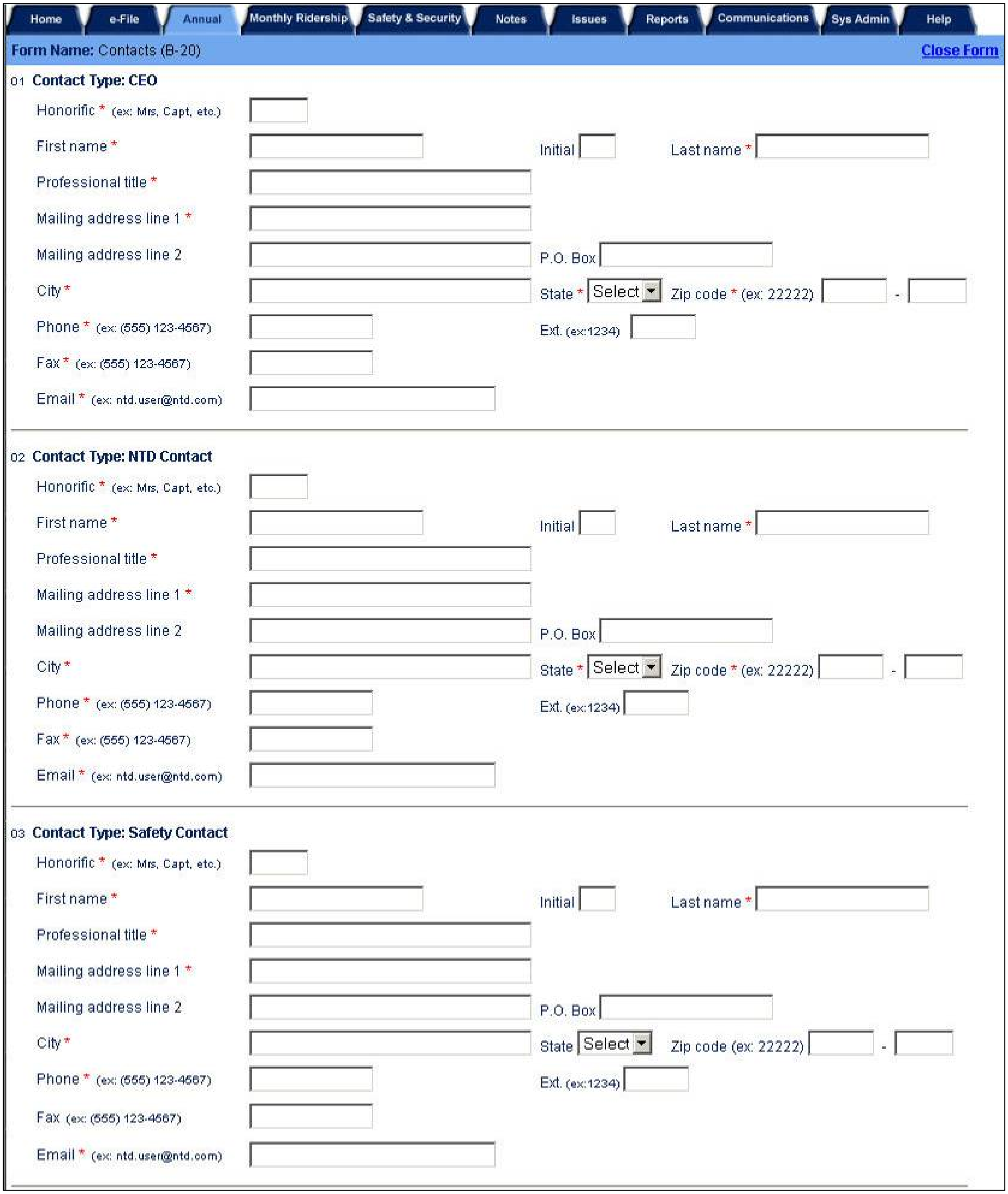
- **Pre-filled,** review for accuracy, edit as necessary. Use the **Add** or **Remove Mode / Type of Service** buttons as necessary.

  Select the mode and TOS combination for any modes not yet in operation for which the agency is incurring capital expenses. This section is required for agencies with a Planning Waiver or a Capital (with or without Planning) Waiver with reduced reporting requirements.

Line 08: Filing a Separate NTD Report (Modes not included in this Report).

- **Pre-filled,** review for accuracy, edit as necessary. Use the **Add** or **Remove Mode / Type of Service** buttons as necessary.
  - Select the modes for PT services that are not included in the transit agency's report.
  - Does not apply to Grants Reporting

Contacts form (B-20)



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Form Name: Contacts (B-20) — Close Form

01 **Contact Type: CEO**

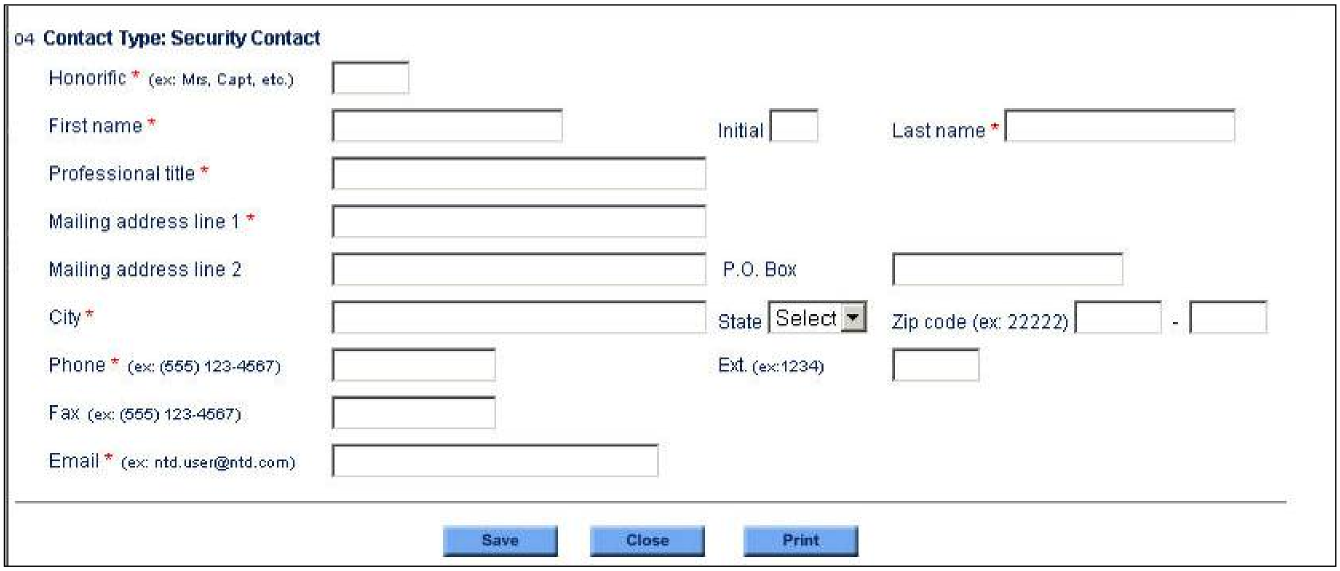
Honorific * (ex: Mrs, Capt, etc.)
First name * — Initial — Last name *
Professional title *
Mailing address line 1 *
Mailing address line 2 — P.O. Box
City * — State * Select — Zip code * (ex: 22222) -
Phone * (ex: (555) 123-4567) — Ext. (ex:1234)
Fax * (ex: (555) 123-4567)
Email * (ex: ntd.user@ntd.com)

02 **Contact Type: NTD Contact**

Honorific * (ex: Mrs, Capt, etc.)
First name * — Initial — Last name *
Professional title *
Mailing address line 1 *
Mailing address line 2 — P.O. Box
City * — State * Select — Zip code * (ex: 22222) -
Phone * (ex: (555) 123-4567) — Ext. (ex:1234)
Fax * (ex: (555) 123-4567)
Email * (ex: ntd.user@ntd.com)

03 **Contact Type: Safety Contact**

Honorific * (ex: Mrs, Capt, etc.)
First name * — Initial — Last name *
Professional title *
Mailing address line 1 *
Mailing address line 2 — P.O. Box
City * — State Select — Zip code (ex: 22222) -
Phone * (ex: (555) 123-4567) — Ext. (ex:1234)
Fax (ex: (555) 123-4567)
Email * (ex: ntd.user@ntd.com)



04 **Contact Type: Security Contact**

Honorific * (ex: Mrs, Capt, etc.)

First name * Initial Last name *

Professional title *

Mailing address line 1 *

Mailing address line 2 P.O. Box

City * State Select Zip code (ex: 22222) -

Phone * (ex: (555) 123-4567) Ext. (ex:1234)

Fax (ex: (555) 123-4567)

Email * (ex: ntd.user@ntd.com)

Save Close Print

Overview

The B-20 form identifies key personnel at the agency responsible for NTD reporting. The form collects information on how to reach the chief executive officer (CEO) and NTD, safety, and security contacts.

Reporting Requirements and Thresholds

All reporters must complete this form.

What Has Changed from Prior Year

There are no changes for the 2011 report year.

Detailed Instructions

Most information is pre-filled on the form. Review and edit the information, as necessary.

The information includes names and titles, business addresses, telephone numbers, facsimile numbers, and e-mail addresses.

Contact Type: CEO

The CEO is the principal executive in charge of and responsible for your agency. Please refer to the Declarations section of the manual to find the responsibilities, as well as examples of a chief executive officer. The person identified as the CEO in section 1 should be the same person indicated in the Chief Executive Officer form (D-10), part A.

Contact Type: NTD Contact

The NTD contact is the individual responsible for coordinating the NTD Annual report. The contact person submits the NTD Annual report and the Monthly report (for further information on the Monthly report, please see the Monthly Reporting Manual) and answers any questions that the Federal Transit Administration (FTA) may have concerning the report, including validation issues and waiver requests.

Contact Type: Safety Contact

The safety contact is the individual with overall responsibility for the day-to-day safety of the transit agency.

Contact Type: Security Contact

The security contact is the individual with overall responsibility for the day-to-day security of the transit agency.

Line by Line Instructions Contacts form (B-20)

Completing the Contacts form (B-20)

Complete the information for the required contacts: CEO, and the NTD, safety and security persons.

Form Level Help: Click on the Help tab at the top of the screen for form level help.

Form Notes: A form note can be attached to any form. Use the **Add Form Note** link for relevant information to a specific field, to the entire form or to multiple forms. Click on the **Add Form Note** link at the top of the screen and enter your note on the **Notes** screen. You can review and / or edit a form note from the **Notes** tab. Do not use the **Form Notes** feature to answer issues generated from this form. From the **Issues** tab use the **Add Comments** link next to the specific issue.

Saving or Closing the Form: Click on the **Save** button at the bottom of the screen to save the form. Click on the **Close** button at the bottom of the screen to close the form without saving.

Line 01: Contact Type: CEO. **Pre-filled** — review for accuracy, edit as necessary.

- Enter the name of the agency's CEO.
- The CEO's title.
- The CEO's business mailing address.
- The CEO's business telephone number.
- The CEO's FAX number.
- The CEO's e-mail address.

Line 02: Contact Type: NTD Contact. **Pre-filled** — review for accuracy, edit as necessary.

- Enter the name of the person responsible for the NTD Annual report.
- Enter the contact person's title.
- Enter the contact person's mailing address, if different than the agency mailing address.
- Enter the contact person's telephone number.
- Enter the contact person's FAX number.
- Enter the contact person's e-mail address.

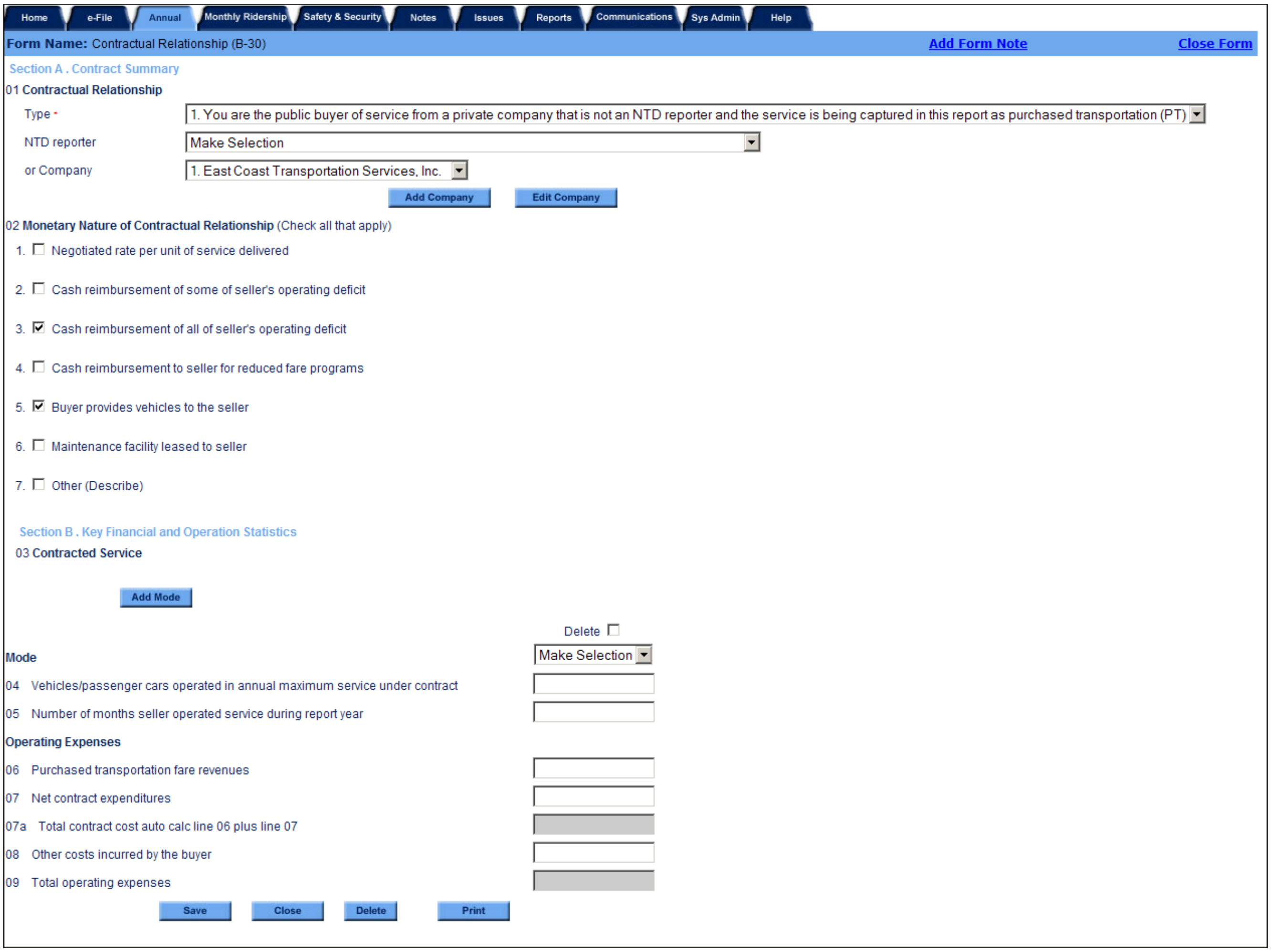
Line 03: Contact Type: Safety Contact. **Pre-filled** — review for accuracy, edit as necessary.

- Enter the name of the person responsible for the safety forms.
- Enter the safety contact person's title.
- Enter the safety contact person's mailing address, if different than the Transit Agency mailing address.
- Enter the safety contact person's telephone number.
- Enter the safety contact person's FAX number.
- Enter the safety contact person's e-mail address.

Line 04: Contact Type: Security Contact. **Pre-filled** — review for accuracy, edit as necessary.

- Enter the name of the person responsible for security forms.
- Enter the security contact person's title.
- Enter the security contact person's mailing address, if different than the Transit Agency mailing address.
- Enter the security contact person's telephone number.
- Enter the security contact person's FAX number.
- Enter the security contact person's e-mail address.

Contractual Relationship form (B-30)



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Form Name: Contractual Relationship (B-30) Add Form Note Close Form

Section A . Contract Summary

01 **Contractual Relationship**

Type * 1. You are the public buyer of service from a private company that is not an NTD reporter and the service is being captured in this report as purchased transportation (PT)

NTD reporter Make Selection

or Company 1. East Coast Transportation Services, Inc.

Add Company Edit Company

02 **Monetary Nature of Contractual Relationship** (Check all that apply)

1. ☐ Negotiated rate per unit of service delivered
2. ☐ Cash reimbursement of some of seller's operating deficit
3. ☑ Cash reimbursement of all of seller's operating deficit
4. ☐ Cash reimbursement to seller for reduced fare programs
5. ☑ Buyer provides vehicles to the seller
6. ☐ Maintenance facility leased to seller
7. ☐ Other (Describe)

Section B . Key Financial and Operation Statistics

03 **Contracted Service**

Add Mode

Delete ☐

Mode Make Selection

04 Vehicles/passenger cars operated in annual maximum service under contract

05 Number of months seller operated service during report year

Operating Expenses

06 Purchased transportation fare revenues

07 Net contract expenditures

07a Total contract cost auto calc line 06 plus line 07

08 Other costs incurred by the buyer

09 Total operating expenses

Save Close Delete Print

Overview

The B-30 form collects key information on the parties to the contractual relationship, the nature of the contractual relationship, financial data and key operating statistics for the service covered by the contractual relationship.

Reporting Requirements and Thresholds

Reporters must complete this form if:

1. They purchase transportation service from a public entity or private operator, or
2. They sell transportation services to a public entity.

A separate B-30 form is used to report each contractual relationship (i.e., contract) with each seller (or buyer).

Service provided to a public transit agency or governmental unit by a public or private transportation provider is considered purchased transportation (PT) if it meets two conditions:

1. It uses the provider's employees to operate the revenue vehicles.
2. It is based on a written contract that obligates the provider in advance and for a specific monetary consideration to provide specific public transportation service. PT does not include franchising, licensing operations, management services, cooperative agreements or private conventional bus (MB) service.

Data are reported only for those services that are specified in the PT agreement and for which there is a monetary consideration to the seller. All PT services must be reported, even if they covered only part of your fiscal year.

All NTD reports must be balanced. The service reported on the Service form (S-10) must have fully allocated operating costs reflected on the forms in the Financial Module. Any assets used to support that service must be reflected on the forms in the Asset Module. In a purchased transportation relationship, the buyer pays the seller the fully-allocated costs of operating the service. In these relationships, the seller is usually selected through a competitive RFP, and the seller usually operates the service on behalf of the buyer.

What Has Changed from Prior Year

There are two changes for the 2011 report year:

1. Clarification of reporting fully allocated costs for purchased transportation service
2. Clarification of reporting transportation brokerages.

Approach

The keys to completing this form is to determine if a contractual relationship exists and how a contractual relationship differs from a cooperative agreement, a financing arrangement between public entities.

Contractual Relationship

A contractual relationship exists only if the following criteria are met:

- The seller is obligated in advance of the time the service is furnished to provide the operations for which the operating statistics are being reported, for a specific monetary consideration.
- A written agreement exists that specifies the contractual relationship for the time period and the specific service generating the operating statistics included in the NTD report.
- The written agreement is signed by authorized representatives of both the buyer and the seller and details the services to be provided and the nature and amount of the monetary consideration.

With the B-60 and B-70 forms, almost all contractual relationships on the B-30 form are for public agencies buying service from private providers. Further, the purchased service is in the buyer’s NTD report.

Cooperative Agreement

A cooperative agreement is a financing arrangement between public entities. It is an agreement where one or more public transit agencies or governmental units contribute to, or are assessed for, the value of public transit services provided by another public transit agency. This agreement often is formulated through a written Memorandum of Understanding or mutual agreement on the calculation and payment for the services.

For NTD purposes, a cooperative agreement is not considered a contractual relationship in which a specific service is provided, e.g., a set number of trips according to a prescribed schedule. The service funded is not considered PT and, therefore, no B-30 form should be completed for the agreement. Instead, the service is considered and reported as part of the public transit agency's directly operated (DO) service. Complete the B-60 and B-70 forms to indicate the sources and amounts of funding under the cooperative agreement to support transit service.

The following is an example illustrating a cooperative agreement.

Example 4 — Cooperative Agreements

Public Transit Agency A is a §5307 Urbanized Area Formula Program (UAF) recipient and is organized as a regional transit authority (RTA). It directly operates (DO) heavy rail (HR) throughout a three-county area and bus (MB) and demand response (DR) services in one county (X).

The other two counties (Y and Z) also have public transit agencies as part of county government (Public Transit Agency B and Public Transit Agency C) that provides MB/DO and DR/DO services within their respective counties.

At the time the RTA was established, each county agreed that the RTA should be the sole provider of HR service and signed a memorandum of understanding so that each county is assessed annually for a portion of the HR expenses. The assessment is based on service area population, route miles, stations and frequency of service. The RTA and each of the counties directly operate all their transit services.

HR Assessment:	**Operating**	**Capital**	**Total**
County X:	$20,000,000	$30,000,000	$50,000,000
County Y:	12,000,000	4,000,000	16,000,000
County Z:	8,000,000	1,000,000	9,000,000
Total	$40,000,000	$35,000,000	$75,000,000

Each county pays its assessment from general revenue funds of its county government.

What is required under NTD?

Solution:

The funding arrangement for the HR service is considered a cooperative agreement. The MB and DR services are considered directly operated services that should be reported in the respective transit agencies reports.

Public Transit Agency A files a NTD Annual report for all HR service in the three-county area as directly operated, and for MB and DR directly operated services.

B-10 – HR/DO, MB/DO and DR/DO (item 6)

B-30 – Not applicable

B-60 – Three forms	**Operating**	**Capital**	**Total**
Line 02	(line 05, col a)	(line 05, col b)	(line 05, col c)
County X	20,000,000	30,000,000	$50,000,000
County Y	12,000,000	4,000,000	16,000,000
County Z:	8,000,000	1,000,000	9,000,000

F-10 – $75,000,000 Funds allocated to transit out of the general revenues of the government entity (local funds, line 32)

Funds earned during period (column c)	$75,000,000
Funds expended on operations (column d)	40,000,000
Funds expended on capital (column e)	35,000,000

Both Public Transit Agency B and Public Transit Agency C file separate NTD Annual reports for MB and DR and also report the funding and the expense for the HR service.

B-10 – MB/DO and DR/DO (item 6)

B-30 – Not applicable

B-70 -One form each for TA's B and C	**Operating**	**Capital**	**Total**
Line 01	(line 05, col a)	(line 05, col b)	(line 05, col c)
Transit Agency A (for TA B)	12,000,000	4,000,000	16,000,000
Transit Agency A (for TA C)	8,000,000	1,000,000	9,000,000

F-10 – Funds allocated to transit out of the general revenues of the government entity (local funds, line 32, column c). Includes the $16,000,000 and $9,000,000 assessments for each.

F-40 – Other reconciling items – funds applied (line 23, column a) includes the $16,000,000 and $9,000,000.

Detailed Instructions

The system should generate Section A – Contract Summary of the B-30 form that were in your prior year's NTD Annual report. Contractor information from the prior year is pre-filled in Section A – Contract Summary on each form. This information can either be edited or the form deleted if necessary. Use the **Add Form** button at the bottom of the **Annual** screen and select B-30 form from the drop-down menu if additional B-30 forms are required.

Complete one form for each buyer and seller of service pair identified in the form's contractual relationship section (top of screen). Use the **Add Form** button at the bottom of the **Annual** screen to create additional forms for each contractual relationship.

Describe the reporting relationship between the buyer and seller. For each contract, provide the monetary considerations of the contract and key operating and financial statistics in Section B – Key Financial and Operating Statistics. One contract may cover more than one mode. To add modes to a contract, use the **Add Mode** button within Section B — Key Financial and Operating Statistics of the B-30 form.

Contractual Relationship

Type

Type identifies the reporting agency as the buyer or seller of the service, the other party to the contractual relationship, and who is reporting the operating data.

For brokerage relationships, you may report only transit service that is provided by agencies participating in the brokerage under the purchased transportation agreement. Do not report any trips brokered to a transit operator that is not part of the purchased transportation agreement.

Select one of the fourteen categories from the **Type** drop-down menu. If you select a category other than type 1, please contact your NTD analyst for assistance in completing your NTD Annual report.

1 You are the public buyer of service from a private company that is not an NTD reporter and the service is being captured in this report as PT.

This is the most common case. The seller is a private company without an NTD ID and service is reported in the public agency's NTD report.

The public buyer is an NTD reporter.

The private seller does not report to NTD.

2 You are the public buyer of service from a public NTD reporter and the service is being captured in this report as DO.

This occurs when two public NTD reporters buy and sell service between them and the buyer reports the service. Contractual agreements between public NTD reporting agencies for transit services can be reported as DO service by either the seller or the buyer of service. In this case, the buyer is reporting the service. When the buyer (who is the reporting agency in this case) makes this menu selection, the seller selects type 7 in the seller's report.

Public buyer and public seller are both NTD reporters.

3 You are the public buyer of service from a private NTD reporter and the service is being captured in this report as PT.

This occurs when two NTD reporters buy and sell service between them and the public buyer reports the service from the private seller as PT. When the buyer (who is the reporting agency in this case) makes this menu selection, the seller selects type 8 in the seller's report.

Public buyer and private seller are both NTD reporters.

4 No longer available

5 You are the public buyer of service and the service is being captured in the public seller's report as DO.

This occurs when two public NTD reporters buy and sell service between them and the seller reports the service as DO. Neither the buyer nor the seller is reporting as a brokerage. When the buyer (who is the reporting agency in this case) makes this menu selection, the seller selects type 6 in the seller's report.

Public buyer and public seller are both NTD reporters.

6 You are the public seller of service with a public buyer that is an NTD reporter and the service is being captured in this report as DO.

This occurs when two public NTD reporters buy and sell service between them and the seller reports the service as DO. Neither the buyer nor the seller is reporting as a brokerage. When the seller (who is the reporting agency in this case) makes this menu selection, the buyer selects type 5 in the buyer's report.

Public buyer and public seller are both NTD reporters.

7 You are the public seller of service and the service is being captured in the public buyer's report as DO.

This occurs when two public NTD reporters buy and sell service between them and the buyer reports the service as DO. Contractual agreements between public NTD reporting agencies for PT services can either be reported by the seller or the buyer of service as DO service. When the seller (who is the reporting agency in this case) makes this menu selection, the buyer selects type 2 in the buyer's report.

Public buyer and public seller are both NTD reporters.

8 You are the private seller of service and the service is being captured in the public buyer's report as PT.

This occurs when two NTD reporters buy and sell service between them and the public buyer reports the service from the private seller as PT. When the seller (who is the reporting agency) makes this menu selection, the buyer selects type 3 in the buyer's report.

Public buyer and private seller are both NTD reporters.

9 You are the public buyer of service from a public seller who is a brokerage and the service is being captured in the seller's report as PT.

This usually occurs with demand response (DR) services. The public buyer purchases service from a public brokerage comprised of private and/or public providers. The broker assigns trips to the providers. In this case, the buyer and seller each file only one B-30 form showing the relationship between them and the service is captured in the broker's report as PT. When the buyer (who is the reporting agency) makes this menu selection, the seller selects type 10 in the seller's report.

Public buyer and public seller are both NTD reporters.

10 You are the public seller of service (brokerage) and the service is being captured in this report as PT.

This usually occurs with DR services. The public seller (broker) sells service to a public agency (buyer) and the service is captured in the seller's report as PT. When the seller (who is the reporting agency) makes this menu selection, the buyer selects type 9 in the buyer's report.

Public buyer and public seller are both NTD reporters.

11 You are the public seller of service with a private buyer that is not an NTD reporter and the service is being captured in this report as DO.

The buyer is a private company without an NTD ID and service is reported in the public agency's NTD report.

Public seller is an NTD reporter.

Private buyer does not report to NTD.

12 You are the public buyer of service with a private seller who is an NTD reporter and service is being captured in the seller's report as DO.

This occurs when two NTD reporters buy and sell service between them. Usually, the service would be reported in the public agency's report as PT. However, in rare cases the private company will report the service. In these cases, permission must be obtained from FTA in advance. When the buyer (who is the reporting agency) makes this menu selection, the seller selects type 13 in the seller's report.

Public buyer and private seller are both NTD reporters.

13 You are the private seller of service with a public buyer who is an NTD reporter and service is being captured in this report as DO.

This occurs when two NTD reporters buy and sell service between them. Usually, the service would be reported in the public agency's report as PT. However, in rare cases the private company will report the service. In these cases, permission must be obtained from FTA in advance. When the seller (who is the reporting agency) makes this menu selection, the buyer selects type 12 in the buyer's report.

Public buyer and private seller are both NTD reporters.

14 You are the private seller of service with a public buyer who is not an NTD reporter and the service is being captured in this report as DO.

The buyer is a public agency without an NTD ID. Usually, the public agency would submit a request for an NTD ID and the service would be captured in the public agency's NTD report as PT. However, in rare cases the private seller will report the service as directly operated. In these cases, permission must be obtained from FTA in advance.

Private seller is an NTD reporter.

Public buyer does not report to NTD.

Exhibit 8 — Contractual Relationship Reporting (M = Mode, D = Directly Operated, P = Purchased Transportation)	1	2	3	5	6	7	8	9	10	11	12	13	14
You are public	X	X	X	X	X	X		X	X	X	X		
You are private							X					X	X
Contract is with a public transit agency		X		X	X	X	X	X	X			X	X
Contract is with a private transit agency	X		X							X	X		
You are the buyer	X	X	X	X				X			X		
You are the seller					X	X	X		X	X		X	X
Buyer and seller are both NTD reporters		X	X	X	X	X	X	X	X		X	X	
Either the buyer or the seller is not an NTD reporter	X									X			X
Service reported in your report as DO		X			X					X		X	X
Service reported in your report as PT	X		X						X				
Service reported in the other agency's report as DO				X		X					X		
Service reported in the other agency's report as PT							X	X					
Type of Service reported on Identification form (B-10), item 6	P	D	P		D				P	D		D	D
Reporter completes B-10 form, item 8				M		M	M	M			M		
Transit Agency is filing a complete report	X	X	X		X				X	X		X	X
Required forms if filing separate report: Basic Information Module forms, Financial Module forms including F-30, line 12				X		X	X	X			X		
Matching menu selections on Contractual Relationship form (B-30), line 2 for contracts with another NTD reporter		7	8	6	5	2	3	10	9		13	12	

NTD Reporter or Company

Identify the other party to the contractual relationship using the **NTD Reporter** or **Company** drop-down menus. The NTD reporter menu lists the name and NTD ID of transit agencies, both private and public, reporting to the NTD in the current repot year. The **NTD Reporter** drop-down menu includes all NTD reporters and their identification numbers (NTD IDs) from the 2007 NTD who are reporting in the current report year, in ascending order by transit agency identification number.

The **Company** drop-down menu includes all private operators identified in your prior years report, displayed in ascending alphabetical order. These private companies are not filing separate reports to the NTD. If you need to add a company that is not included in the **Company** drop-down menu, click on the **Add / Edit Company** button to enter the name of a new private company.

If you are contracting with a private company that filed a separate report last year, but this year is not filing a report, use the **Add / Edit Company** button to enter the name of the private company. Do not use the **NTD Reporter** drop-down menu because the private company will no longer be included in the menu.

The type selected above (1 - 14) determines which menu is required. Types 1, 11 and 14 will require the **Company** menu; types 2, 3, 5 through 10, 12 and 13 will require the **NTD Reporter** menu.

Monetary Nature of Contractual Relationship

Describe the nature of the monetary consideration in the contract. Monetary consideration is the payment or compensation by the public body to the private or public seller of transportation service (private / public carrier). Monetary consideration does not have to be a cash payment to the PT provider. For example, the buyer of service may give the seller buses to operate the service, or the buyer may provide the fuel or perform the maintenance of the buses.

It is common for public transit agencies buying transportation service to provide the seller the vehicles used for the service. This includes vehicles given, sold, loaned or leased (usually for below market value) to seller. Select the box for buyer provides vehicles to the seller for any arrangement where the buyer provides vehicles to the seller for the purchased transportation service under this B-30 form.

Select all of the categories of monetary consideration that apply from the **Monetary Nature of Contractual Relationship** checklist.

If none of the choices fits or there are additional monetary considerations, select category: Other. Internet Reporting will display a box for you to describe the monetary considerations. Typical examples are incentive and penalty clauses in the contract, or the buyer provides fuel for the vehicles, performs the vehicle maintenance, or collects the passenger mile data.

Monetary Nature of Contractual Relationship checklist selections:

a. Negotiated rate per unit of service delivered. Select this box if both the buyer and seller agree to a specific cash amount for the service. The cash amount is a set price typically based on a set rate per hour or mile of service to be provided. It may also be a reimbursement per passenger trip basis.
b. Cash reimbursement of some of seller's operating deficit. Select this box if the buyer reimburses the seller for only a portion of the net service cost (full service cost less passenger revenues earned).
c. Cash reimbursement of all of seller's operating deficit. Select this box if the buyer reimburses the seller for the net service cost (full service cost less passenger revenues earned).
d. Cash reimbursement to seller for reduced fare programs. Select this box if the buyer agrees to reimburse the seller for reduced fare programs. For example, if elderly persons pay 50 percent of the adult fare, the buyer agrees to reimburse the seller for the other 50 percent it would have collected from a full adult fare.
e. Buyer provides vehicles to the seller.
f. Maintenance facility leased to seller. Select this box if the buyer leases the maintenance facility to the seller.
g. Other. Select this box if none of the above describes the monetary nature of the relationship. If you select other, describe in the monetary consideration – Other description field.

Contracted Service

This section describes key financial and operational characteristics of the contracted service.

Mode

Use the **Add Mode** button in this section of the form to generate the necessary fields for a mode. To add additional modes under the same contract, use the **Add Mode** button in this section of the form.

From the menu, select the desired mode.

Use the **Delete Mode** button to remove a mode and the **Delete Form** button to remove the entire form.

Vehicles / Passenger Cars Operated in Annual Maximum Service under Contract

Report, by mode, the number of revenue vehicles operated in annual maximum service (VOMS).

If vehicles are used for more than one mode, report them under each mode for which they are used, and describe the number of vehicles by mode using the **Add Form Notes** link. For example, if the seller operates ten buses and five DR vehicles operated in annual maximum service, report MB 10, DR 5 and state this using the **Add Form Notes** link.

Similarly, if the same vehicle is used for more than one contract, report this vehicle for each contract that the vehicle is used, and describe using the **Add Form Notes** link.

Number of Months Seller Operated Service During Report Year

By mode, report the number of months that the seller operated service during the report year under the contract. If service was operated less than a full report year, describe the term of the contract (beginning date and contract length) using the **Add Form Notes** link. Use the following rounding rule to determine the number of months:

- Days 1-15 are rounded down. Service beginning during these days is counted as having been operated for the entire month. Service ending during these days is counted as not having been operated during the month.
- Days 16-31 are rounded up. Service beginning during these days is counted as not having been operated for the entire month. Service ending during these days is counted as having been operated during the month.

For example, a PT agreement specifies a 24-month term with a one-year option. Service began operating on May 15. The reporter has a calendar fiscal year. Report 8 months as the length of the contract (May through December) and use the **Add Form Notes** link to state that the contract began May 15, and has a term of 24 months.

Operating Expenses

Purchased Transportation Fare Revenues

Report by mode, the purchased transportation (PT) fare revenues.

PT fare revenues are fare revenues derived from the transit services provided under the PT agreement, regardless of whether fares are retained by the seller or returned to the buyer. They also include fares collected or sold by the buyer for users of the purchased service. For example, if the buyer of the PT service sells tickets, tokens or passes for these users, this revenue is reported as part of PT fare revenues.

Net Contract Expenditures

Report, by mode, the net contract expenditures by the buyer after fare revenues have been deducted. These are the payments and accruals due the seller for providing the transit services under the PT agreement after the fare revenues earned have been considered. Net contract expenditures are calculated one of two ways depending on the contracting relationship:

- Seller retains the fare revenues. The total money earned by the seller ($9M) is the sum of the fare revenues collected (e.g., $1M) and the additional payments made by the buyer to the seller (e.g., $8M). The net contract expenditures equal the additional payments by the seller ($8M).
- Seller returns the fare revenues. The seller collects the fare revenues (e.g., $2M) and immediately transfers the receipts to the buyer. The total money earned by the seller equals the payments made by the buyer (e.g., $7M). The net contract expenditures ($5M) equals the payments made by the buyer ($7M) less the fare revenues collected ($2M).

Total Contract Cost

Displays the total contract cost for each contract (non-editable auto-calculated total of line 6 and line 7).

The following example illustrates how to report fare revenues and net contract expenditures and how the total contract costs are calculated.

Example 5 – Reporting Fare Revenues and Net Contract Expenditures by Buyer		
Seller Retains Fare Revenues		
Example: Regional Transit contracts with ABC Company for MB service.		
Under the contract:		
• Regional Transit agrees to pay $1,200,000 for operating the service		
• ABC Company retains fare revenues.		
ABC collects $300,000 in fare revenues. It earns $1,500,000 ($1,200,000 + $300,000) for operating the bus service.		
What is reported?		
Solution: Regional Transit reports:		
• Purchased transportation fare revenues		$300,000
• Net contract expenditures		$1,200,000
• Total contract cost (auto calc)		$1,500,000
For contracts in which the seller retains fare revenues, the net contract expenditures by the buyer equals the actual payments or accruals made by the buyer.		
Seller Returns Fare Revenues		
Example: Regional Transit contracts with DEF Company for MB service.		
Under the contract:		
• Regional Transit agrees to pay $2,500,000 for operating the service		
• DEF Company returns fare revenues.		
DEF collects $600,000 in fare revenues and transfers the receipts to Regional Transit. DEF earns $2,500,000.		
What is reported?		
Solution: Regional Transit and ABC Company reports:		
• PT fare revenues		$600,000
• Net contract expenditures by buyer	($2,500,000 - $600,000)	$1,900,000
• Total contract cost (auto calc)		$2,500,000
For contracts in which the PT fare revenues are returned to the buyer by the seller, the net contract expenditures by the buyer equals the actual payments or accruals made by the buyer net of or less the PT fare revenues.		

Other Costs Incurred by the Buyer

Report by mode other costs incurred by the buyer. These are expenses of the buyer (public transit agency or governmental unit) that are directly attributable to the provision of PT services. Examples include:

- Providing maintenance services or fuel for the vehicles used by the seller
- Gathering and compiling NTD data
- Monitoring of the seller's operations and other similar costs where the buyer uses its resources to support the purchased service.

Total Operating Expenses

This field automatically sums the net contract expenditures; other costs incurred by the buyer, and PT fare revenue.

Example 6 — Purchased Transportation Services Reporting — Transit Agency X (User-side Subsidy Program)

Example: Public Transit Agency X (buyer) is a recipient of §5307 UAF Program funds, and operates a user-side subsidy program (seller) for DR service called Community Ride, separate from its ADA DR service. It uses part of a staff position for contract administration and customer information support totaling $55,000 in labor, $15,000 in fringe benefits and $5,000 for telephone costs.

The subsidy program uses several taxicab companies to supply the service. Collectively, the taxicab companies own 200 vehicles; of these:

- 30 are used for annual maximum service
- 10 additional vehicles are available as spares.

Qualified users purchase discounted coupons from Transit Agency X that are valid for taxicab fares. The user pays up to $10 for the coupon that is valid for a cab fare up to the coupon amount. The rider pays any difference in the total cab fare and the coupon amount. The taxicab companies receive a $2 handling fee per fare.

For the current report year, Transit Agency X sold 12,500 coupons at an average coupon cost of $8 ($100,000) and valued at an average cost of $20 ($250,000). The taxicab companies earned $25,000 for the handling fee ($2 * 12,500 coupons).

What is required under NTD?

Solution:

- Written agreement between Transit Agency X and the taxicab companies
- Taxicab companies must maintain records for Transit Agency X to compile non-financial operating statistics for purchased services and to ensure the accuracy of the data
- Transit Agency X files an NTD Annual report indicating purchased transportation services:

B-10 form	**Identification**		
	Organization Type – Public agency or authority that contracts for some or all transit service (not a state DOT)		
	Number of Vehicles Operated in Annual Maximum Service (VOMS)	DT/PT	30
B-30 form	**Contractual Relationship**	One form	
	Contractual Relationship Type – Type 1: The reporting agency is the buyer of service from a company that is not an NTD reporter and the service is being captured in this report as PT		
	Contractual Relationship Company	Community Ride	
	Monetary Nature of Contractual Relationship – Cost Reimbursement to seller for reduced fare programs		
	Contracted Service -	DT	
	VOMS under contract		30
	Months service operated		12
	Purchased transportation fare revenues	$100,000	
	Net contract expenditures	($250,000 - $100,000 + $25,000)	$175,000
	Total contract cost (autocalc)		$275,000
	Other costs incurred by buyer		$75,000
	Total operating expenses		$350,000
	Description of DR Provider	Taxicab operator	
F-10 form	**Sources of Funds – Funds Expended and Funds Earned**		
	PT fare revenues		$100,000
F-30 form	**Operating Expenses**	DT/PT	
	Object class 508.01	(distributed by function)	$275,000
	Object class 501.02	(General Administration – other labor)	$55,000
	Object class 502	(General Administration – fringe benefits)	$15,000
	Object class 505	(General Administration – utilities / phone)	$5,000
	Total modal expenses	(for all functions and object classes)	$35,000
	ADA operating expenses		$0
A-10 form	**Stations and Maintenance Facilities**	DT/PT	
	Facilities		0
A-30 form	**Revenue Vehicle Inventory**	DT/PT	
	Number of vehicles in total fleet		40
	Non-dedicated		
S-10 form	**Service**	DT/PT	
	VOMS		30
Vehicles available in annual maximum service			30

Example 7 — Purchased Transportation Services Reporting — Public Transit Agency Y (Brokerage System)

Example: Public Transit Agency Y (buyer) is a recipient of UAF Program funds, and contracts for DR service with Access (seller), a public brokerage who files an NTD Annual report. All service is for ADA requirements.

Transit Agency Y pays Access $5,000,000 for the service based on each unlinked passenger trip (UPT). Transit Agency Y supports the DR program with one contract administrator with a salary of $50,000 and fringe benefit costs of $15,000.

Access collects $600,000 in fare revenues. Access operates a brokerage involving three non-profit providers who also use the vehicles for other transportation services not under contract to Transit Agency Y with:

• Provider 1	Vehicles in annual maximum service (VOMS)	1150 and 20 spares
• Provider 2	VOMS	250 and 5 spares
• Provider 3	VOMS	375 and 10 spares

What is required under NTD?

Solution:

- Written agreement between Transit Agency Y and Access specifying the services for $5,000,000
- Transit Agency Y files an NTD Annual report with DR/PT as follows:

B-10 form **Identification**

Organization Type – Public agency or authority that contracts for some or all transit service (not a state DOT)

Number of VOMS – Not applicable as Access files own report

Filing a Separate NTD Report Add DR

B-30 form **Contractual Relationship** One form

Contractual Relationship Type – Type 9: The reporting agency is the buyer of service from a seller who is a brokerage and the service is being captured in the seller's report as PT

Contractual Relationship Company Access

Monetary Nature of Contractual Relationship – Buyer provides vehicles to the seller

Contracted Service -	DR	
VOMS under contract	(150 + 50 + 75)	275
Months service operated		12
Purchased transportation fare revenues		$600,000
Net contract expenditures		$4,400,000
Total contract cost (auto-calc)		$5,000,000
Other costs incurred by buyer		$65,000
Total operating expenses		$5,065,000

F-10 form **Sources of Funds – Funds Expended and Funds Earned**

PT fare revenues	$600,000

F-30 form **Operating Expenses** DR/PT

Object class 508.02	(distributed by function)	$5,000,000
Object class 501.02	(General Administration – other labor)	$50,000
Object class 502	(General Administration – fringe benefits)	$15,000
Total modal expenses	(for all functions and object classes)	$5,065,000

No other forms in Transit Agency Y's report are completed for the service provided by Access.

- Access files a separate, complete NTD Annual report indicating purchased transportation service. As a brokerage, the service is reported as PT in the Access report.
- Providers 1, 2 and 3 must maintain records to compile financial and non-financial operating statistics for purchased services and to ensure the accuracy of the data

B-10 form **Identification**

Organization Type – Public Agency or authority that contracts some or all transit service (not a State DOT)

Number of Vehicles Operated in Annual Maximum Service DR/PT 275 vehicles

B-30 form **Contractual Relationship** One form

Contractual Relationship Type – Type 10: The reporting agency is the seller of service (brokerage) and the service is being captured in this report as PT

Contractual Relationship Company Transit Agency Y

Monetary Nature of Contractual Relationship – Negotiated rate per unit of service delivered

Contracted Service -	DR	
VOMS under contract	(150 + 50 + 75)	275
Months service operated		12
Purchased transportation fare revenues		$600,000

Example 6 — Purchased Transportation Services Reporting — Transit Agency X (User-side Subsidy Program)			
	Net contract expenditures	($5,000,000 - $600,000)	$4,400,000
	Total contract cost (autocalc)		$5,000,000
	Other costs incurred by buyer	(not applicable for sellers)	
	Total operating expenses		$5,000,000
	Description of DR Provider	Brokerage system	
F-10 form	**Sources of Funds – Funds Expended and Funds Earned**		
	PT fare revenues		$600,000
	Revenue accrued through a PT agreement		$4,400,000
F-30 form	**Operating Expenses** DR/PT		
	Object class 508.01	(distributed by function)	$5,000,000
	Total modal expenses	(for all functions and object classes)	$5,000,000
	ADA operating expenses		$500,000,000
A-10 form	**Stations and Maintenance Facilities**	DR/PT	
	One form totaling the facilities for each of the three providers		
A-30 form	**Revenue Vehicle Inventory**	DR/PT	
	Number of vehicles in total fleet		40
	Non-dedicated		
S-10 form	**Service**	DR/PT	
	VOMS		275
Vehicles available in annual maximum service (VOMS + spares)			310

Line by Line Instructions Contractual Relationship form (B-30)

Completing the Contractual Relationship form (B-30)

Complete one form for each buyer and seller of service contractual relationship. Use the **Add Form** button at the bottom of the **Forms** screen to create additional forms for each contractual relationship.

Form Level Help: Click on the **Help** tab at the top of the screen for form level help.

Form Note: A form note can be attached to any form. Use the **Add Form Note** link for relevant information to a specific field, to the entire form or to multiple forms. Click on the **Add Form Note** link at the top of the screen and enter your note on the **Notes** screen. You can review and / or edit a form note from the **Notes** tab. Do not use the **Form Notes** feature to answer issues generated from this form. From the **Issues** tab use the **Add Comments** link next to the specific issue.

Saving or Closing the Form: Click on the **Save** button at the bottom of the screen to save the form. Click on the **Close** button at the bottom of the screen to close the form without saving.

Deleting the Form: Click on the **Delete** button at the bottom of the form to delete both sections A and B, or click on the **Delete Box** button in line 3 if you want to delete Section B – Key Financial and Operating Statistics only.

Section A – Contract Summary Type

Line 01: Contractual Relationship.

Type: Select the option that identifies your agency as the buyer or seller of the transportation service and indicates whose report includes the operational data for the purchased transportation (PT) service from the drop-down menu:

You are the public buyer of service from a private company that is not an NTD reporter and the service is being captured in this report as PT.

- This is the most common case. The seller is a private company without an NTD ID and service is reported in the public agency's NTD report.
- The public buyer is an NTD reporter.
- The private seller does not report to NTD.

You are the public buyer of service from a public NTD reporter and the service is being captured in this report as directly operated (DO).

- This occurs when two public NTD reporters buy and sell service between them and the buyer reports the service. Contractual agreements between public NTD reporting agencies for transit services can be reported as DO service by either the seller or the buyer of service. In this case, the buyer is reporting the service. When the buyer (who is the reporting agency in this case) makes this menu selection, the seller selects type 7 in the seller's report.
- Public buyer and public seller are both NTD reporters.

You are the public buyer of service from a private NTD reporter and the service is being captured in this report as PT.

- This occurs when two NTD reporters buy and sell service between them and the public buyer would reports the service from the private seller as PT. When the buyer (who is the reporting agency in this case) makes this menu selection, the seller selects type 8 in the seller's report.
- Public buyer and private seller are both NTD reporters.

You are the public buyer of service and the service is being captured in the public seller's report as DO.

- This occurs when two public NTD reporters buy and sell service between them and the seller reports the services as DO. Neither the buyer nor the seller is reporting as a brokerage. When the buyer (who is the reporting agency in this case) makes this menu selection, the seller selects type 6 in the seller's report.
- Public buyer and public seller are both NTD reporters.

You are the public seller of service with a public buyer that is an NTD Reporter and the service is being captured in this report as DO.

- This occurs for sellers who are not public transit agencies and the seller reports the service as DO. When the seller (who is the reporting agency in this case) makes this menu selection, the buyer selects type 5 in the buyer's report.
- Public buyer and public seller are both NTD reporters.

You are the public seller of service and the service is being captured in the public buyer's report as DO.

- This occurs when two public NTD reporters buy and sell service between them and the buyer reports the service as DO. When the seller (who is the reporting agency in this case) makes this menu selection, the buyer selects type 2 in the buyer's report.
- Public buyer and public seller are both NTD reporters.

You are the private seller of service and the service is being captured in the public buyer's report as PT.

- This occurs when two NTD reporters buy and sell service between them and the public buyer reports the service as PT. When the seller (who is the reporting agency) makes this menu selection, the buyer selects type 3 in the buyer's report.
- Public buyer and private seller are both NTD reporter

You are the public buyer of service from a public seller who is a brokerage and the service is being captured in the seller's report as PT.

- This usually occurs with demand response (DR) services. The public buyer purchases service from a public brokerage comprised of private and/or public providers. The broker assigns trips to the providers. In this case, the buyer and seller each file only one B-30 form showing the relationship between them and the service is captured in the broker's report as PT. When the buyer (who is the reporting agency) makes this menu selection, the seller selects type 10 in the seller's report.
- Public buyer and public seller are both NTD reporters.

You are the public seller of service (brokerage) and the service is being captured in this report as PT.

- This usually occurs with DR services. The public seller (broker) sells service to a public agency (buyer) and the service is captured in the seller's report as PT. When the seller (who is the reporting agency) makes this menu selection, the buyer selects type 9 in the buyer's report.
- Public buyer and private seller are both NTD reporters.

You are the public seller of service with a private buyer that is not an NTD reporter and the service is being captured in this report as DO.

- The buyer is a private company without an NTD ID and service is reported in the public agency's NTD report.
- Public seller is an NTD reporter.
- Private buyer does not report to NTD.

You are the public buyer of service with a private seller who is an NTD reporter and service is being captured in the seller's report as DO.

- This occurs when two NTD reporters buy and sell service between them. Usually, the service would be reported in the public agency's report as PT. However, in rare cases the private company will report the service. In these cases, permission must be obtained from FTA in advance. When the buyer (who is the reporting agency) makes this menu selection, the seller selects type 13 in the seller's report.
- Public buyer and private seller are both NTD reporters.

You are the private seller of service with a public buyer who is an NTD reporter and service is being captured in this report as DO.

- This occurs when two NTD reporters buy and sell service between them. Usually, the service would be reported in the public agency's report as PT. However, in rare cases the private company will report the service. In these cases, permission must be obtained from FTA in advance. When the seller (who is the reporting agency) makes this menu selection, the buyer selects type 12 in the buyer's report.

- Public buyer and private seller are both NTD reporters.

You are the private seller of service with a public buyer who is not an NTD reporter and the service is being captured in this report as DO.

- The buyer is a public agency without an NTD ID. Usually, the public agency would submit a request for an NTD identification number (NTD ID) and the service would be captured in the public agency's NTD report as PT. However, in rare cases the private seller will report the service as directly operated. In these cases, permission must be obtained from FTA in advance.
- Private seller is an NTD reporter.
- Public buyer does not report to NTD
- NTD Reporter. This menu is used to select public transit agencies or private operators that file NTD reports and have a NTD ID. If you selected types 2, 3, 5 through 10, 12 and 13 to describe the type of contractual relationship, select the other party to the contractual relationship from the drop-down menu.
- Company. This menu is used to select private operators that do not file NTD reports. If you selected types 1, 11 and 14 to describe the type of contractual relationship, select the other party to the contractual relationship.

  If the operator is not in the menu, click on the Add / Edit Company button to enter the name of a new private company. If you are a private company who had a contract with an NTD reporter, which filed a report last year, but this year is not filing a report, the agency will no longer be listed in the NTD reporter drop-down menu.

Line 02: Monetary Nature of Contractual Relationship. Check all that apply:

- Negotiated rate per unit of service delivered. Select this box if both the buyer and seller agree to a specific cash amount for the service. The cash amount is a set price typically based on a set rate per hour or mile of service to be provided. It may also be a reimbursement per passenger trip basis.
- Cash reimbursement of some of seller's operating deficit. Select this box if the buyer reimburses the seller for only a portion of the net service cost (full service cost less passenger revenues earned).
- Cash reimbursement of all of the seller's operating deficit. Select this box if the buyer reimburses the seller for the net service cost (full service cost less passenger revenues earned).
- Cash reimbursement to seller for reduced fare programs. Select this box if the buyer agrees to reimburse the seller for reduced fare programs. For example, if elderly persons pay 50 percent of the adult fare, the buyer agrees to reimburse the seller for the other 50 percent it would have collected from a full adult fare.
- Buyer provides vehicles to the seller to provide service under this purchase transportation agreement. This includes vehicles given, sold, loaned or leased (usually for below market value) to seller.
- Maintenance facility leased to seller. Select this box if the buyer leases the maintenance facility to the seller.
- Other. Select this box if none of the above describes the monetary nature of the relationship. If you select other, describe in the Monetary Consideration – Other Description field.

Section B – Key Financial and Operating Statistics

Line 03: Contracted Services.

- Click on the **Add Mode** button; Internet Reporting will generate a column of data items to complete. At the top of the column is a drop-down menu that contains all modes identified on the B-10 form. Select the mode for this contractual relationship. If additional modes are operated under this contract, click again on the **Add Mode** button to generate another column, and select the next mode.

Line 04: Vehicles **/** Passenger Cars Operated in Annual Maximum Service – by Mode and Type of Service.

- Enter the number of revenue vehicles operated under the PT agreement to meet annual maximum service requirements.
- If a vehicle is used for more than one mode or contract, report the vehicle for each mode and for each contract and describe. Click on the **Add Form Note** link at the top of the screen and enter your note on the **Notes** screen. Indicate the number of vehicles used and for which modes or contracts.

Line 05: Number of Months Seller Operated Service During Report Year – by Mode and Type of Service.

- Enter the number of months that the seller operated service during the report year. If service was operated less than a full report year, describe the term of the contract (beginning date and number of months service was to be provided). Click on the **Add Form Note** link at the top of the screen and enter your note on the **Notes** screen.

Line 06: Purchased Transportation Fare Revenues – by Mode and Type of Service.

- Enter all purchased transportation fare revenues from the service under the PT agreement, regardless of whether the fares are retained by the seller or returned to the buyer.
- Fares are usually collected by the seller, but also include fares collected or sold by the buyer for users of the purchased transportation service. For example, if the buyer sells tickets, tokens or passes for these users, this revenue is part of purchased transportation fare revenues. Describe any unusual circumstances regarding fare revenues or to confirm that no fares are charged. Click on the **Add Form Note** link at the top of the screen and enter your note on the **Notes** screen.

Line 07: Net Contract Expenditures – by Mode and Type of Service.

- Enter payments or accruals, not including purchased transportation fare revenues from the service, under the PT agreement.

Line 07a: Total Contract Cost (sum of line 06 and line 07). This is an **auto-calculated** field and cannot be edited, review for accuracy.

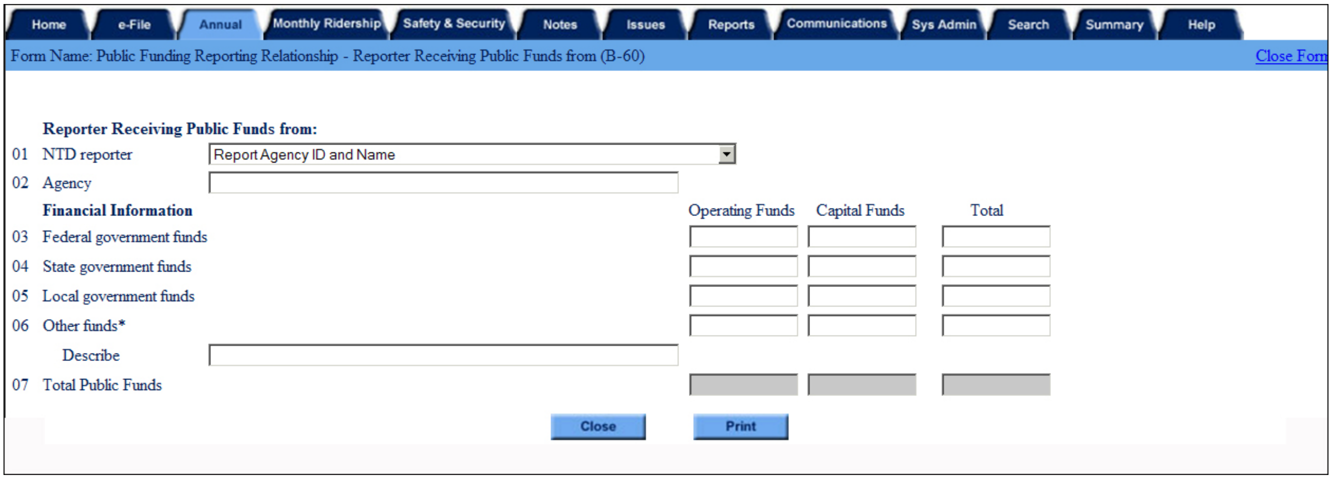
Line 08: Other Costs Incurred by the Buyer – by Mode and Type of Service.

- Enter any other operating expenses (OE) that the transit agency reporter (identified on the B-10) has incurred as buyer (other costs incurred by the buyer) of the PT services. If you are the seller filing this NTD report, report zero.

Line 09: Total Operating Expenses, by Mode – by Mode and Type of Service.

- This is an **auto-calculated** field and cannot be edited, review for accuracy. This is the buyer's total OE for the PT service equal to the sum of net contract expenditures by the buyer (line), purchased transportation fare revenues (line 06), and other costs incurred by the buyer (line 08).

Reporter Receiving Public Funds from form (B-60)


Home | e-File | Annual | Monthly Ridership | Safety & Security | Notes | Issues | Reports | Communications | Sys Admin | Search | Summary | Help

Form Name: Public Funding Reporting Relationship - Reporter Receiving Public Funds from (B-60) Close Form

Reporter Receiving Public Funds from:

01 NTD reporter Report Agency ID and Name

02 Agency

Financial Information	Operating Funds	Capital Funds	Total
03 Federal government funds			
04 State government funds			
05 Local government funds			
06 Other funds*			
Describe			
07 Total Public Funds			

Close Print

Overview

The B-60 form collects information about funding relationships among public entities. The form is for transit agencies who receive funds from other public entities to provide transit services.

Reporting Requirements and Thresholds

Reporters must complete this form if:

The public transit agency receives funding from another public entity who is not an NTD reporter.

There is a written memorandum of understanding, budgeting process or other form of agreement for transit services specified by the public entity providing the funding, and

They do not receive pass-through Federal funds from another NTD reporter.

A separate B-60 form is used to report the funding relationship for each public entity providing funding.

What Has Changed from Prior Year

There are no changes for the 2011 report year.

Approach

The keys to completing this form are to determine:

- If funds are for the general support of transit service in the area or for specific transit services that would not exist without the funding provided
- If Federal funds are a pass-through from the public agency providing the funding
- If the funding relationship involves two public NTD reporters, whether there is a contractual relationship for specific transit services.

Transit Service

There must be an agreement for specific transit services. The public entity from whom you receive funds specifies the terms of the transit service including route layout, days of operation, frequency of service and fares. For example, a county requests the transit agency to extend an existing transit line to a rapidly developing suburb. The county determines the service will operate only weekday service from 6:00 am to 7:00 pm at 30-minute headways in the peak periods and 60-minute headways in the off-peak periods. Fares follow the rate structure of the transit agency. The transit agency files a B-60 form.

If a public entity, such as a county or city government only supports the local transit system through a monetary contribution, and there is no specific transit service requirement, the transit agency does not complete a B-60 form. The sources of the local support are part of Local Government sources on the Sources of Funds—Funds Expended and Funds Earned form (F-10)

Federal Pass-Through Funds

If you are the designated recipient of Federal funds for transit, do not complete this form.

Two Public NTD Reporters

There may be a relationship between two public NTD reporters for transit service. They will file Contractual Relationship forms (B-30) if a true contractual relationship exists. For NTD, this is rare. It occurs when the NTD reporter providing the service legally operates service under the name of the buyer of service. The buyer's name appears on the transit vehicles, and the seller operates as if he were the buyer, e.g., dba status.

If there is not a contractual relationship between the NTD reporters, complete the B-60 form. There will be a corresponding B-70 form for the other NTD reporter involved in the funding relationship.

Detailed Instructions

The form identifies the public entities from whom the NTD reporter receives funds by source and use, operating or capital. Follow accrual accounting principles. The funds received are the funds earned for liabilities incurred for operating or capital expenditures during the report year.

Reporter Receiving Public Funds from

Report the name of the agency from whom you are receiving funding. For almost all transit agencies, this is a public entity who is not an NTD reporter.

If the public agency has an NTD ID, report the NTD ID and name.

Financial Information

Follow accrual accounting principles. Funds received are for those expenses incurred during the report year by the provider of service.

Report by the source of Federal, State and local government funds, or other funds for operating or capital uses. If you receive other funds, Internet Reporting will display a box for you to describe the sources and amounts.

If the source of funds is from a grant, report any matching funds that you receive as part of the total funds. For example, if funds are from a State grant for capital and they have a 10% local match requirement, then report 90% of the total as State funds and 10% as Local funds.

Completing the Reporter Receiving Public Funds from form (B-60)

Complete one form for each public funding relationship. Use the **Add Form** button at the bottom of the **Forms** screen to create additional forms for each funding relationship.

Form Level Help: Click on the **Help** tab at the top of the screen for form level help.

Form Note: A form note can be attached to any form. Use the **Add Form Note** link for relevant information to a specific field, to the entire form or to multiple forms. Click on the **Add Form Note** link at the top of the screen and enter your note on the **Notes** screen. You can review and / or edit a form note from the **Notes** tab. Do not use the **Form Notes** feature to answer issues generated from this form. From the **Issues** tab use the **Add Comments** link next to the specific issue.

Saving or Closing the Form: Click on the **Save** button at the bottom of the screen to save the form. Click on the **Close** button at the bottom of the screen to close the form without saving.

Deleting the Form: Click on the **Delete** button at the bottom of the form.

Reporter Receiving Public Funds from

Line 01: NTD reporter. Enter the NTD ID and name of the public agency from whom you receive funds for specific transit service.

Line 02: Agency. Enter the name of the public agency from whom you receive funds for specific transit service. The public agency is not an NTD reporter.

Financial Information

Line 03: Federal government funds. These are pass-through funds from the designated recipient.

- Column a: Operating Funds. Enter the operating funds received from all Federal Government sources during the period.
- Column b: Capital Funds. Enter the capital funds received from all Federal Government sources during the period.
- Column c: Total. This is an **auto-calculated** field and cannot be edited. This field displays the total Federal government funds received for operating and capital expenditures equal to the sum of columns a and b.

Line 04: State government funds.

- Column a: Operating Funds. Enter the operating funds received from all State Government sources during the period.
- Column b: Capital Funds. Enter the capital funds received from all State Government sources during the period.
- Column c: Total. This is an **auto-calculated** field and cannot be edited. This field displays the total State government funds received for operating and capital expenditures equal to the sum of columns a and b.

Line 05: Local government funds.

- Column a: Operating Funds. Enter the operating funds received from all Local Government sources during the period.
- Column b: Capital Funds. Enter the capital funds received from all Local Government sources during the period.
- Column c: Total. This is an **auto-calculated** field and cannot be edited. This field displays the total Local government funds received for operating and capital expenditures equal to the sum of columns a and b.

Line 06: Other funds
Describe the sources and amounts in the **Other Funds – Other Description** field.

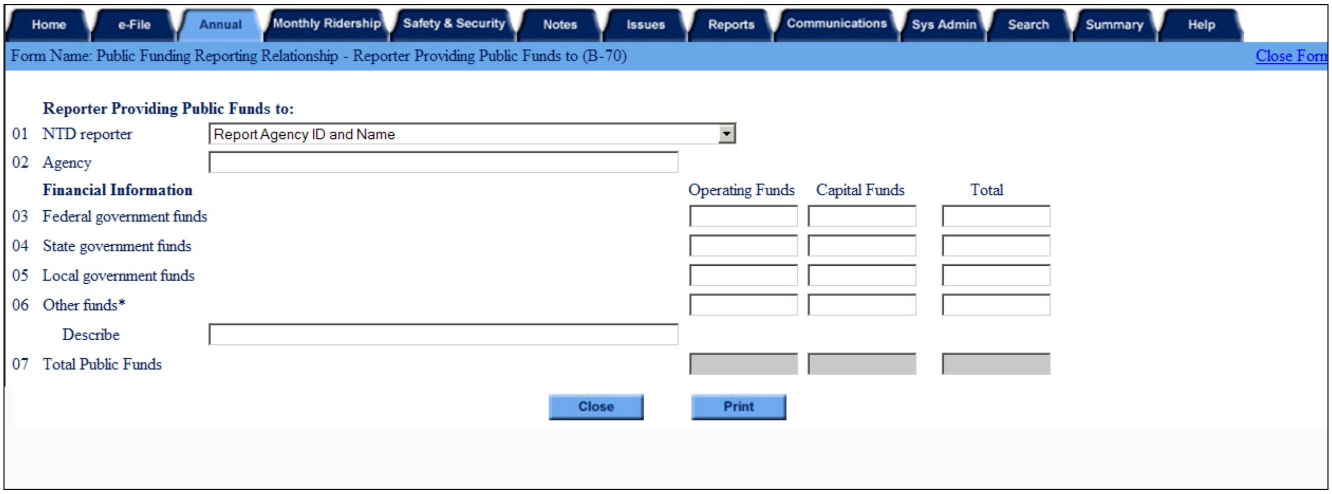
- Column a: Operating Funds. Enter the operating funds received from all Other sources during the period.
- Column b: Capital Funds. Enter the capital funds received from all Other sources during the period.
- Column c: Total. This is an **auto-calculated** field and cannot be edited. This field displays the total Other funds received for operating and capital expenditures equal to the sum of columns a and b.

Line 07: Total Public Funds.

- Column a: Operating Funds. This is an **auto-calculated** field and cannot be edited. This field displays the total public funds received from Federal, State and Local government and Other sources for operating expenditures equal to the sum of lines 03 through 06, column a.

- Column b: Capital Funds. This is an **auto-calculated** field and cannot be edited. This field displays the total public funds received from Federal, State and Local government and Other sources for capital expenditures equal to the sum of lines 03 through 06, column b.
- Column c: Total. This is an **auto-calculated** field and cannot be edited. This field displays the total public funds received from Federal, State and Local government and Other sources for operating and capital expenditures equal to the sum of lines 03 through 06, column c.

Reporter Providing Public Funds to form (B-70)



Overview

The B-70 form collects information about funding relationships among public entities. The form is for transit agencies who provide funds to other public entities to provide transit services.

Reporting Requirements and Thresholds

Reporters must complete this form if:

The public transit agency provides funding to another public entity who is not an NTD reporter.

There is a written memorandum of understanding, budgeting process or other form of agreement for transit services specified by the public entity providing the funding, and

They provide pass-through Federal funds to another NTD reporter.

A separate B-70 form is used to report the funding relationship for each public entity providing funding.

What Has Changed from Prior Year

There are no changes for the 2011 report year.

Approach

The keys to completing this form are to determine:

- If funds are for the general support of transit service in the area or for specific transit services that would not exist without the funding provided
- If Federal funds are a pass-through to the public agency receiving the funding
- If the funding relationship involves two public NTD reporters, whether there is a contractual relationship for specific transit services.

Transit Service

There must be an agreement for specific transit services. The public entity to whom you provide funds operates the transit service. You specify the terms of the transit service including route layout, days of operation, frequency of service and fares. For example, a suburban town operates a feeder route to a transit agency's rail station. A county requests the transit agency to extend an existing transit line to a rapidly developing suburb. The county determines the service will operate only weekday service from 6:00 am to 7:00 pm at 30-minute headways in the peak periods and 60-minute headways in the off-peak periods. Fares follow the rate structure of the transit agency. The transit agency files a B-70 form.

Federal Pass-Through Funds

If you are the designated recipient of Federal funds for transit and pass-through funds to other public entities, complete this form.

Two Public NTD Reporters

There may be a relationship between two public NTD reporters for transit service. They will file Contractual Relationship forms (B-30) if a true contractual relationship exists. For NTD, this is rare. It occurs when the NTD reporter providing the service legally operates service under the name of the buyer of service. The buyer's name appears on the transit vehicles, and the seller operates as if he were the buyer, e.g., dba status.

If there is not a contractual relationship between the NTD reporters, complete the B-70 form. There will be a corresponding B-60 form for the other NTD reporter involved in the funding relationship.

Detailed Instructions

The form identifies the public entities from whom the NTD reporter receives funds by source and use, operating or capital. Follow accrual accounting principles. The funds received are the funds earned for liabilities incurred for operating or capital expenditures during the report year.

Reporter Providing Public Funds to

Report the name of the agency to whom you are providing funding.

If the public agency has an NTD ID, report the NTD ID and name.

Financial Information

Follow accrual accounting principles. Funds provided are for those expenses incurred during the report year by the provider of service.

Report by the source of Federal, State and local government funds, or other funds for operating or capital uses. If you provide funds from other sources, Internet Reporting will display a box for you to describe the sources and amounts.

If the source of funds is from a grant, report any matching funds that you provide as part of the total funds. For example, if funds are from a State grant for capital and they have a 10% local match requirement, then report 90% of the total as State funds and 10% as Local funds.

Line by Line Instructions Reporter Providing Public Funds to form (B-70)

Completing the Reporter Providing Public Funds to form (B-70)

Complete one form for each public funding relationship. Use the **Add Form** button at the bottom of the **Forms** screen to create additional forms for each funding relationship.

Form Level Help: Click on the **Help** tab at the top of the screen for form level help.

Form Note: A form note can be attached to any form. Use the **Add Form Note** link for relevant information to a specific field, to the entire form or to multiple forms. Click on the **Add Form Note** link at the top of the screen and enter your note on the **Notes** screen. You can review and / or edit a form note from the **Notes** tab. Do not use the **Form Notes** feature to answer issues generated from this form. From the **Issues** tab use the **Add Comments** link next to the specific issue.

Saving or Closing the Form: Click on the **Save** button at the bottom of the screen to save the form. Click on the **Close** button at the bottom of the screen to close the form without saving.

Deleting the Form: Click on the **Delete** button at the bottom of the form.

Reporter Providing Public Funds to

Line 01: NTD reporter. Enter the NTD ID and name of the public agency to whom you provide funds for specific transit service.

Line 02: Agency. Enter the name of the public agency to whom you provide funds for specific transit service. The public agency is not an NTD reporter.

Financial Information

Line 03: Federal government funds. These are pass-through funds from you the designated recipient to the agency.

- Column a: Operating Funds. Enter the operating funds provided from all Federal Government sources during the period.
- Column b: Capital Funds. Enter the capital funds provided from all Federal Government sources during the period.
- Column c: Total. This is an **auto-calculated** field and cannot be edited. This field displays the total Federal government funds provided for operating and capital expenditures equal to the sum of columns a and b.

Line 04: State government funds.

- Column a: Operating Funds. Enter the operating funds provided from all State Government sources during the period.
- Column b: Capital Funds. Enter the capital funds provided from all State Government sources during the period.
- Column c: Total. This is an **auto-calculated** field and cannot be edited. This field displays the total State government funds provided for operating and capital expenditures equal to the sum of columns a and b.

Line 05: Local government funds.

- Column a: Operating Funds. Enter the operating funds provided from all Local Government sources during the period.
- Column b: Capital Funds. Enter the capital funds provided from all Local Government sources during the period.
- Column c: Total. This is an **auto-calculated** field and cannot be edited. This field displays the total Local government funds provided for operating and capital expenditures equal to the sum of columns a and b.

Line 06: Other funds. Describe the sources and amounts in the **Other Funds – Other Description** field.

- Column a: Operating Funds. Enter the operating funds provided from all Other sources during the period.
- Column b: Capital Funds. Enter the capital funds provided from all Other sources during the period.
- Column c: Total. This is an **auto-calculated** field and cannot be edited. This field displays the total Other funds provided for operating and capital expenditures equal to the sum of columns a and b.

Line 07: Total Public Funds.

- Column a: Operating Funds. This is an **auto-calculated** field and cannot be edited. This field displays the total public funds provided from Federal, State and Local government and Other sources for operating expenditures equal to the sum of lines 03 through 06, column a.

- Column b: Capital Funds. This is an **auto-calculated** field and cannot be edited. This field displays the total public funds provided from Federal, State and Local government and Other sources for capital expenditures equal to the sum of lines 03 through 06, column b.
- Column c: Total. This is an **auto-calculated** field and cannot be edited. This field displays the total public funds provided from Federal, State and Local government and Other sources for operating and capital expenditures equal to the sum of lines 03 through 06, column c.